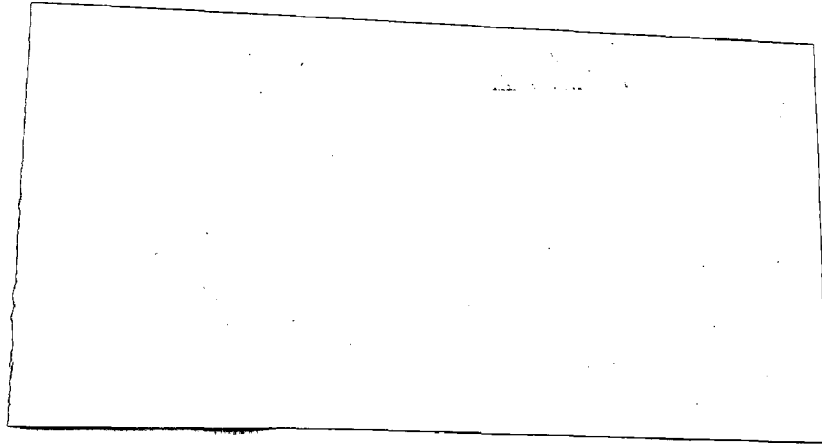


Hawaii Coastal Zone Management Program



COASTAL ZONE
INFORMATION CENTER

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
HONOLULU, HAWAII
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Application Design Document Number 3
A-25 Project Notification and Review System

Hawaii Permit Application and Support System
A Demonstration Project
of the Hawaii Coastal Zone Management Program

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and the

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of the
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A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

Application Design Document Number: 3

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I. INTRODUCTION

- A. Purposes of Application Design Document
- B. Organization of Design Document
- C. Hawaii Permit Application and Support System
 - 1. Purposes of the Project
 - 2. H-PASS System Design
 - 3. Users and Applications

I. INTRODUCTION

This application design document for the A-95 Project Notification and Review System Process is the second in a series of design documents prepared for agencies participating in the Hawaii Permit Application and Support System (H-PASS). The H-PASS is a demonstration project of the Hawaii Coastal Zone Management (HCZM) Program which proposes eventually to include up to seventeen coastal related permits and data bases into an automated system of information flow and exchange.

This particular design document focuses on the design requirements relating to processing and monitoring the A-95 Project Notification and Review System process administered by the Department of Planning and Economic Development (DPED).

The document presented here includes a brief description of the H-PASS and user network, an overview of the A-95 process, and an explanation of how the application might best be implemented to meet a range of agency needs. Basic design features of the HPASS implementation of the A-95 process are presented, including operational procedures (how the system will work), access and security provisions, a listing and description of relevant data elements, and an initial set of report formats that meet staff and management information needs.

This document was prepared for circulation to all interested agencies. This final design document is intended to be the basis from which detailed systems design, programming and testing will proceed.

A. Purposes of Application Design Document

The primary purpose of the design document is to provide a means of communication between the user agencies and the developers of the H-PASS so that a common agreement and understanding may be reached as to what the system should do and how it will do it.

The design is intended to accomplish the following:
identify user requirements and functions to be performed by the

A-95 Project Notification & Review System

H-PASS; describe the flow of information and necessary updates associated with processing and monitoring of A-95 review applications; determining the reports to be produced by the H-PASS; identifying the data elements to be entered, stored, and retrieved from the system; and developing the screens to be used for data input and retrieval.

The development of a final design document actually represents the fourth of seven steps in the total design and implementation cycle for each system application of the H-PASS. This design cycle specifies a sequence of steps which will be followed in the application's development and implementation. The seven general steps are as follows:

- (1) Concept Initiation and Approval
- (2) Draft Design Document
- (3) Review and Revision
- (4) FINAL DESIGN
- (5) Programming
- (6) Installation and Training
- (7) Post Installation Evaluation

B. Organization of the Design Document

The organization and presentation of materials in this design document for the A-95 Project Notification and Review System process is briefly described as follows:

Part I-C, the Hawaii Permit Application and Support System, and Part II, Overview of the A-95 Project Notification & Review System (PNRS), are included to provide the unfamiliar reviewer with some background and context of the H-PASS and A-95 PNRS process.

Part III, H-PASS System Functions Related to Permit Processing, provides a general description of how the H-PASS will be working to automate manipulation of A-95 PNRS information. Specific references are made with respect to the A-95 PNRS/H-PASS linkage.

Part IV, Information Flows, describes the basic steps in the present A-95 PNRS as administered by the State Clearinghouse (DPED), and suggests how the H-PASS entry and update functions may be incorporated.

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Part V, System Outputs and Inputs, contains initially developed H-PASS outputs in the form of standard reports and the formatted input screens through which the data will be entered on the DPED word processing terminal.

Part VI, System Design for the A-95 Permit Notification and Review Process, describes the hardware and software capabilities of the H-PASS, with some discussion of specific system design considerations.

Part VII, Program Specifications, and Part VIII, Computer File Specifications, identify and describe the data files and programs necessary to implement the A-95 PNRS on H-PASS as well as a description of how the files are to be organized and maintained.

Part IX, Data Access and Security, describe generally the system security options available to the H-PASS and provisions for controlling access to data stored on the system.

C. Hawaii Permit Application and Support System

The Hawaii Coastal Zone Management (CZM) Program is presently undertaking a research and demonstration project to improve information management for coastal planning and land use processes. The project is entitled the Hawaii Permit Application and Support System, or H-PASS. The H-PASS is an automated permit tracking and information support system using a network of remote terminals throughout the State for data input and output. The system is designed to enhance the operation and capabilities of the various State and county agencies with coastal zone responsibilities.

The system has been developed in partial response to increasing information requirements and the accompanying problems which are especially evident in our land use regulatory system. A myriad of permit requirements have evolved over the years to regulate various aspects of development activity in Hawaii. The net result of this evolution has been an increasingly complex and inefficient permit processing system. Applicants proposing development activity in Hawaii are faced with a maze of government-imposed controls over the use of their land.

The proliferation of permit requirements has created a situation where an increasing number of permit applications are being filed. As a result, processing of permits is relatively

slow, and review of permits for consistency with laws, rules and regulations is impeded. While this situation may be partially addressed by streamlining the permit process, a complementary approach is proposed by this project to provide for computerizing the permit application and processing system.

The present design of H-PASS involves a system of word processors or remote terminals located at each of the agencies within the user network. These word processors possess sophisticated text editing capability and in that regard function much like mini-computers. In addition, they are to be equipped with telecommunications capability which will enable the transmission of electronic messages through existing telephone lines. Agencies within the H-PASS user network will be able to communicate with each other as well as perform data manipulation and access permit-related information through linkage with a central computer located at the University of Hawaii.

The H-PASS project is in the first phase of a projected three-year program of research and development. Its scope is ambitious and comprehensive, involving up to ten agencies and seventeen land use and development permits and approvals.

The H-PASS is envisioned to eventually have far-reaching effects in terms of coordinating planning and permit activities on a Statewide basis. Data processing capability should enhance individual agency operations and increase the efficiency and effectiveness of development review procedures. The major benefit of the system, however, will be the ready access to a shared data base of planning, land use, and permit information from the various agencies networked in the system.

1. Purposes of the Project

The H-PASS is designed to be a computer-based processing system which will enhance the efficiency and effectiveness of development review procedures primarily by providing the means for access to important and relevant permit-related information. There are four major objectives of the Hawaii Permit Application and Support System. These objectives are (1) to support agency permit processing, (2) to support interagency communication and coordination, (3) to assist in the management and external reporting needs, and (4) to assist agencies in improving their internal efficiency and operational capabilities.

Agency Permit Processing Activities

H-PASS is designed to assist the networked state and county agencies in the administrative management of the various land and water development permits and approvals. A range of capabilities is offered to support the agency's staff in the review and processing of permits.

Application Tracking. The H-PASS will have a major impact on the efficiency and effectiveness of permit processing by providing an index of permits or approvals previously processed. Of all of the steps in the permit application review process, the analysis of the proposed project is the most complex step for agency staff since it is often necessary or desirable for the reviewer to consider prior applications for the same permit type, geographic area, type of project, or applicant. A major function of the system will be to maintain an automated index of permit application files. Each file will be indexed by many key identification attributes including county, island, district, tax map key, applicant name, project type, and permit type, to list some of the major aspects.

The system will thus allow staff reviewers to easily and efficiently identify similar applications on the basis of project type, geographic area, or other application attribute. This will assist the analysis of the project under consideration in several ways. First, the environmental impact of conducting a project may be affected by current and previous projects in the area. Second, a permit for a project should not be issued when an application for a similar project has been rejected recently -- unless differences between the two applications can be identified. Third, certain types of projects or geographic areas may be considered environmentally sensitive such that a more comprehensive review may be required. In each of these circumstances, it would be desirable for the staff reviewer to obtain a listing of previous applications within the same geographic area or which has similar project characteristics.

Status Reporting. Often it is useful for management or staff to determine the status of a pending permit internally or with another agency in terms of its stage in the review process. For H-PASS, agency staff will be updating the file on the individual permit application at several designated points in the review process. With multiple projects pending review, a listing of the active permits for which final decision is pending can be easily retrieved.

The status of a given project undergoing review in another networked agency may also be similarly obtained. In response to these needs, the system will be capable of generating special status reports for these agencies.

Access to Resource and Land Use Data Bases. H-PASS proposes to incorporate the land use inventory data files for each of the four counties. Using the tax map key as the base, the Special Management Area boundaries may also be incorporated into the inventory. At a later point, the inclusion of flood hazard areas and historic sites by TMK may be incorporated as well. This will prove useful to the planning staff in determining whether the project falls in any of these categories.

Inter-Agency Communication and Coordination

Through the network of user agencies and the inclusion of coastal-related land and water development permits within an integrated system, multiple benefits will be derived. The shared management approach through which H-PASS must be developed encourages an improved cooperative environment that will have benefits in many agency and management activities. Apart from these general benefits, more specific coordinative benefits may be identified.

Simultaneous Reviews. Nearly every development activity has aspects which are subject to regulation by two or more public agencies. The coordination of permit review is at the present time impeded by a lack of communication between agencies, which contributes to the lengthy review process. H-PASS has the potential to facilitate simultaneous reviews of permits by separate agencies by providing a means for agencies to share permit-related information, including staff findings and recommendations. This could not only reduce the length of time required to process permits required for a project, but also may avoid or minimize duplication of effort by the participating agencies.

Inquiries. It is often desirable to contact another agency regarding specific concerns or comments on aspects of a project undergoing multiple agency review. By means of a telecommunications capability among the word processors or terminals in the H-PASS network, agencies will be able to quickly send queries about a given project and likewise be able to receive responses in an efficient manner. Because the timely receipt of comments from other agencies is equally important, reminder-type inquiries may be rapidly transmitted to networked agencies.

Referrals. In a similar manner, the ability to telecommunicate messages, reports, and other material to other agencies in an efficient manner should generally speed up the review of documents and referrals to other agencies in the network.

Public Hearing Coordination. The necessity for public hearings or public notifications is often one of the principal contributory factors in the lengthy review process. The H-PASS may eventually enable an interagency listing of required public hearings to be produced on a regular basis to facilitate the coordination of public hearings for a given project. This capability would be dependent upon the number of agencies networked, and would require a master file to link projects with their associated permits.

Management and External Reporting Needs

The report-generating capability of the H-PASS will enable the production of summary tabulations of project and permit data as required to meet the particular needs of the agencies in the H-PASS network.

Public and Legislative Inquiries. Many agencies often receive phone calls and written inquiries from the Legislature, interested citizens or other agencies and organizations regarding the status of a particular project or permit activity. Specially designed report and data retrieval features will enable agency staff to rapidly respond to these inquiries. Moreover, the retrieval and report generating capabilities of H-PASS will enable various types and formats of listing summary tabulations of the approvals process. Thus for example, special requests from legislators regarding the number and type of projects in their area, or an environmental organization's concern regarding the status of particular projects or public hearing schedule may quickly be retrieved and reported.

Federal and Other Types of Reporting. Increasingly, regulatory activities often require the reporting in summary tabulations to federal agencies, legislature, councils, commissions and boards the results of the permitting or regulatory process. Increasing concern about the efficiency and effectiveness of review procedures result in greater attention being focused on these summary reports. Through H-PASS, the production of monthly, quarterly, or yearly summary information about the final disposition of active permits may be reported in whatever format desired to facilitate both regular and special types of reporting needs.

Monitoring. Part of the Department of Planning and Economic Development's responsibility as lead agency for the Hawaii CZM Program involves the mandate to monitor federal, state and county agencies for compliance with the objectives and policies of Chapter 205A, HRS, the Hawaii CZM law. This monitoring responsibility includes the review of permit and other approval actions by the various agencies having coastal-related responsibilities. The H-PASS network will facilitate the retrieval of such monitoring information as may be necessary by the ready access to permit data with minimal disruption to ongoing agency operations.

Internal Agency Efficiency and Operational Capabilities

The extensive nature of the administrative and regulatory processes today places ever greater demands on the typical agency's professional and support staff. The overall increase in information needs, coupled with a recent trend of reluctance of government agencies to hire more staff, will inevitably result in greater workloads, slower response time, and less efficient operations. In the long run, the automated capabilities of the H-PASS design as an integrated word processing and data processing system will operate to the mutual benefit of both clerical support staff and the professional staff by increasing their capabilities for coping with information demands.

Word Processing. For the support staff, the word processors located at each of the user agencies will facilitate the typing, editing, and compilation of lengthy reports, the assembly of repetitive letters and documents, and the filing and storage of materials produced. The word processors in the H-PASS network consist of a standard typewriter keyboard with a video screen onto which text is entered and edited. Additional keys and operations including math and sort capabilities (subsequently explained) will facilitate the manipulation of text and numbers. Creating, updating, and computing agency budget and expenditures are enabled with the math functions on the word processors. Agency logs of permits and files, once entered, may be manipulated in a variety of fashions, with subsets of log entries or re-ordering of the log easily accomplished. The result is more efficient administrative record-keeping. In effect, what may ordinarily be minor data processing operations may be routinely accomplished through each agency's word processing workstation.

Data Manipulation and Statistical Analyses. For the agency's professional staff, data processing capability will enable management tracking of applications, generation of report summaries of permit actions, and data manipulation and analysis. The H-PASS computer will be in communication with the University's main computer, which will allow networked agencies access to the various statistical packages available.

2. H-PASS System Design

The overall design concept for H-PASS involves a network of word processors located at user agencies and which are linked through telecommunications to a central computer. At each of the user agencies, data (e.g. permit information, land use inventory parcel information, and text) would be entered into the user's word processor and then transmitted to the H-PASS host computer for storage.

Special H-PASS programs, referred to as subsystems, will perform the tasks of passing data to and from the central computer. The Data Entry subsystem handles initial creation of application data, and the Update subsystem handles revisions. The user agencies would be able to request reports through the Reporting or Inquiry subsystems of the host computer. The host computer will manipulate the data and send the information back to the user agencies. Data entry and updating will be performed by user-agencies on the word processing or remote terminals.

The hardware (physical devices) of H-PASS consists of (1) a network of word processors and remote terminals which are capable of communicating over telephone lines with a central computer, (2) the central computer and its associated devices, and (3) equipment to provide communication capabilities between the word processors and the computer.

The word processing stations located at user agencies will have moderate storage capacities, a printer, and some sorting and mathematical capabilities. The central processing unit at the University will be supported by a moderate disk storage capacity, tape drive backup, three workstations, and be linked to the University's Computing Center for added capabilities.

The system software (computer programs) consists of (1) programming languages, (2) operating system programs which control the operation of the computer system, (3) general purpose utility programs for manipulating data, (4) programs written to provide H-PASS users with certain general

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capabilities (such as entering or retrieving data), and (5) programs tailored to each specific H-PASS application (such as A-95 permit processing).

Three types of reports will be provided for by the system: standard reports, inquiries, and special reports. Standard reports will be both generated by the user-agencies through the report programs or by mailed reports provided by URPP. Inquiries which allow agencies to search a data base for cases meeting certain criteria or having certain characteristics will be provided for on a limited basis. However, this capability will not be immediately available. Inquiry will be developed in later phases of system development. Special reports will be generated by H-PASS staff to respond to the unique needs of agencies. This service, however, will also not be immediately available and will be dependent on the available resources of system staff.

Although networks of computer terminals serviced by a central computer are common, the use of word processors as user terminals is an important and innovative aspect of the H-PASS design. A word processor terminal has important "stand-alone" capabilities which are available to the user even when the word processor is not connected to a computer. A conventional computer terminal, referred to herein as a remote terminal, has much more limited capabilities. Most remote terminals must be in communication with a computer to provide any useful functions.

Some agencies which will be a part of the H-PASS network will be using word processors instead of remote terminals. The use of word processors as terminals instead of remote terminals, for most agencies, was provided for in this design for several reasons. First, the costs of telecommunications to the neighbor island county planning departments, if handled through remote terminals, would be considerable. Second, using word processors would provide user agencies with limited data handling capabilities which would be valuable even when their word processor was not communicating with the central computer. Third, the applications proposed for H-PASS require text transmission which would have to be re-entered if a remote terminal were used. Fourth, the general word processing capabilities and mass mailing and budgeting capabilities support other objectives of the HCZM Program.

When fully developed, the H-PASS will involve a collection of at least seventeen separate and discrete applications sharing a host computer and software. Each of these applications will have its own independent data file (or files), its

own tailored reporting programs, and its own unique output reports. The system will have shared programs or subsystems, however, to perform many of the H-PASS functions such as Data Entry/Update, Reporting, Inquiry, Word Processing, and Electronic Mail.

3. Users and Applications

H-PASS User Network

The creation of a telecommunications network linking H-PASS users is a key concept of the H-PASS system.

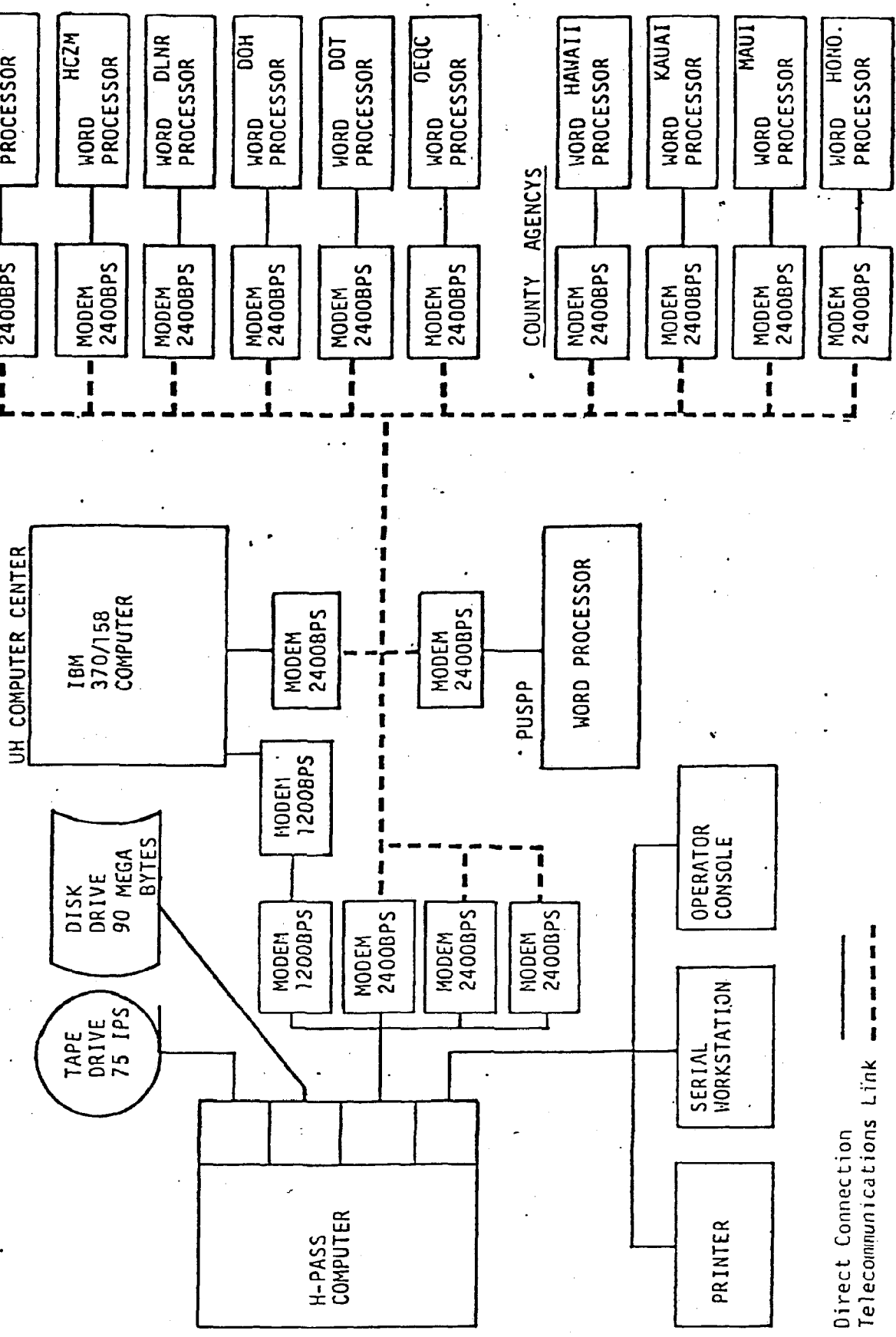
The network will facilitate the flow of information such as documents, messages, and memoranda, and will support data collection, analysis, and retrieval. The network will also facilitate the lead agency's monitoring responsibilities for CZM permit activities since current data on CZM-related permits will be maintained by the system.

The proposed H-PASS network is illustrated in Figure 1. It will consist of user terminals linked to a central, or host, computer. User terminals will be located at each of the county planning departments and at several state agencies, including DPED. Users will be able to send data to and receive data from the host computer by means of telecommunications.

In addition, the host will be capable of communicating with other computers such as the IBM 370/158 at the University of Hawaii Computing center (UHCC). The host's communication with larger computers extends the potential of H-PASS to include capabilities not available on the host computer, and would permit authorized access to data bases stored on other computers. For example, H-PASS users will have access to general-purpose programs such as SPSS (Statistical Package for the Social Sciences), SAS (Statistical Analysis System), and TPL (Table Producing Language) which are implemented by the University of Hawaii IBM 370/158. They may also have access to data stored on other computer data bases available for public use.

FIGURE 1
H-PASS SYSTEM HARDWARE CONFIGURATION

URBAN AND REGIONAL PLANNING PROGRAM



Direct Connection
Telecommunications Link

II. OVERVIEW OF THE A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

II. AN OVERVIEW OF THE A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

In partial implementation of Title IV of the Intergovernmental Cooperation Act of 1968, Circular A-95, a directive of the Office of Management and Budget (OMB) establishes a broad policy base to promote maximum coordination among Federal and federally assisted programs and projects and State and Areawide plans and programs. The regulation emphasizes that Federal aid for development should be consistent with and further the objectives of State and Areawide comprehensive planning. It is a mechanism to facilitate communication and cooperation without encroaching on the constitutional domain of the States or the statutory responsibilities of the Federal program administrators.

The basic objective of Circular A-95 is to provide a framework for State and local governments to assess Federal and federally assisted projects which may significantly affect their plans and programs for community development.

State and Areawide Clearinghouses serve as vehicles for project assessments. In Hawaii, the Department of Planning and Economic Development has been designated by the Governor as the State Clearinghouse to review Federal grant applications and Federal developments affecting the entire State or the Neighbor Island Counties of Hawaii, Kauai, and Maui. An Areawide Clearinghouse, located in the Department of General Planning, City and County of Honolulu, deals with proposals affecting only the island of Oahu.

Administrative Process

The A-95 Project Notification and Review System (PNRS) is a procedure through which State and local governments are given an opportunity to assess the relationship of Federal or federally-assisted proposals to State and local plans and programs. Federal agencies must consider Clearinghouse comments in approving projects or providing assistance for certain projects. However, as Clearinghouse recommendations are advisory only, endorsement of a proposal does not assure positive action by the Federal agency, nor does a negative recommendation necessarily result in rejection of a proposal.

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If the Federal agency funds the proposal against the recommendation of the Clearinghouse, it must provide the Clearinghouse with a written explanation of its action.

The PNRS process may be briefly summarized as follows:

- a. A potential applicant notifies the appropriate Clearinghouse of his intent to apply for Federal funds. The Notification of Intent (NOI) provides a summary description of the project and must include Standard Form 424 and a Supplementary Clearinghouse Form.
- b. The Clearinghouse notifies potentially affected State and local agencies of the proposed project, and agencies subsequently inform Clearinghouse of any concerns regarding the proposal. Comments are requested within 20 days.
- c. If no concerns surface, the Clearinghouse may sign-off on the project; or, if problems or questions have been raised by reviewers/Clearinghouse, the Clearinghouse will request a response from the applicant or may arrange a conference to resolve issues.
- d. If problems still cannot be resolved, the applicant may proceed with submittal of the application; however, the Clearinghouse comments must be included with the formal application. A review of the completed application is conducted to resolve any issues which were identified in the review of the NOI.

An initial 30 days is allowed for the Clearinghouse to conduct the review of NOI's. An additional 30 day review period is allowed to review completed applications. If no NOI was previously submitted, the Clearinghouse has 60 days in which to review the completed application.

III. H-PASS SYSTEM FUNCTION RELATED TO
THE A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

- A. Data Entry/Update Subsystem
- B. Reporting Subsystem
- C. Word Processing Subsystem
- D. Electronic Mail Subsystem

III. H-PASS SYSTEM FUNCTIONS RELATED TO
THE A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

The Hawaii Permit Application and Support System performs a range of functions to facilitate tracking, monitoring, and coordinating the processing of Notification of Intents (NOI)/applications submitted for review to the State and Areawide Clearinghouses. The system also provides a relatively easy method for transmitting information to H-PASS user agencies. It allows for the easy development and sharing of standard reports, specialized inquiries, and special reports and provides for creation and transmission of general documents.

To perform these functions, the H-PASS will have several discrete subsystems to support the user. "Subsystem" is a term which basically refers to a functional routine which is part of a larger system.

The H-PASS application design for the A-95 PNRS basically will consist of four major subsystems: (1) Data Entry/Update, (2) Reporting, (3) Word Processing, and (4) Electronic Mail. The capabilities of each of these subsystems are described below.

A. Data Entry/Update Subsystem

Information for storage on the H-PASS will be entered by the user agency through the Data Entry/Update Subsystem.

The subsystem will provide formatted screens for data entry at the DPED word processor. Formatted screens are pre-defined information forms displayed on the user's word processing terminal. Either clerical or professional staff may fill in the fields (spaces set aside for inputting A-95 processing data) which are provided on the screens. The set of formatted screens through which the data for the A-95 PNRS will be entered and updated is provided in Section V. The user will key in the data required for each field of the screen and these screens will be stored on the word processor's disk for later transmission to the central computer.

The central computer system or "host" (located at the University of Hawaii Urban and Regional Planning Program) will perform a validation check on the data received, to ensure that all required data is present and there are no invalid or inconsistent code entries. If errors are found, the host will send the user appropriate error messages so the user can correct and resubmit the data. Once the data is verified, it is stored in the appropriate file on the host system.

Each A-95 NOI/application (called here = "record") will be updated a minimum of three times during the processing of the application and after it has been cleared by the State or Areawide Clearinghouse. The process generally conceived for entering and updating A-95 records is as follows:

- (1) the user will enter and update records from already formatted screens on documents obtained from an appropriate archive diskette;
- (2) the updated record will be stored on the system or on diskette for subsequent transmittal to the host computer at designated times;
- (3) through the word processor's telecommunications capability, the screen documents will be sent to the host, where a "Message Processing System" will be used to "strip" (extract) and convert the data for processing and storage on the computer;
- (4) an error check will be performed on the computer to detect any invalid entries, and an error message sent back informing the user;
- (5) the user will perform the necessary editing and updating of the record using the word processor; and
- (6) the user will transmit the updated record back to the host for validation and storage. When the data is verified, the application record on the host file will be updated.

The procedural model is the Data/Entry/Updating activities in relationship to the overall A-95 PNRS process is provided in Section IV, Information Flows and Cycles.

A-95 Project Notification & Review System

For the A-95 process, a minimum of three data entry/update points are required as follows:

1. Following receipt of completed Standard Form 424 and Supplemental Clearinghouse Form and assignment of the Clearinghouse Number. At this time, the Data Entry/Update System will be used to add a computer record to the H-PASS. The purpose of this record is to document that an NOI/application has been accepted for processing.
2. Completion of the review period when the Clearinghouse clears the NOI/application.
3. Upon receipt of Federal notice that the grant application has been processed.

Additional update points, when applicable or desirable, include the mailing date of review documents, receipt of review comments, notification to the applicant of possible concerns, the outcome of concern resolution attempts, conferences scheduled and their outcomes (Note: those NOI's/Applications processed by the Areawide Clearinghouse do not include updates for processing information as these are processed by a different agency without a direct link with the system).. These data entry/update points are shown on the flow diagram. The decision to update more frequently must balance the time and effort required to do the updates against the usefulness of having up-to-date records.

The updates of the computer record will, in addition to enhancing the internal permit tracking and management capabilities of the county SMA agency, allow sufficient points for lead agency monitoring as well as enable other agencies to be kept informed on the status of various applications as they proceed through the permit review process.

B. Reporting Subsystem

There are basically three types of reports which will be made available through the H-PASS system, (1) standard reports, (2) inquiries, and (3) special reports from computers other than the H-PASS host computer. Each report type is discussed below.

Standard Reports

The Reporting Subsystem will provide standard reports to users on a scheduled basis - weekly, monthly, or annual - or upon request. The frequency of reporting will be based on user needs as identified in the application design process. These reports will indicate the status of NOI/Applications, provide management information, and provide monitoring information for the Clearinghouse. Examples of standard reports which will be produced by H-PASS are provided in Section V-A.

The number of agencies receiving these standard reports will also vary from report to report. Some reports will be limited to a few agencies. Others will have wide dissemination. The specific agencies receiving various reports will be determined through the application design cycle. Thus far, the following agencies have been identified as receiving reports:

Department of Planning and Economic Development

Planning Division

State Plans Branch
Coastal Zone Management Program
Special Plans Branch

Land Use Division

Economic Research and Analysis Division

Department of Land and Natural Resources

Planning Office

Historic Sites Division

Department of Health

Pollution and Technical Control Division

Department of Transportation

Office of Environmental Quality Control

County of Hawaii

Planning Department

County of Kauai

Planning Department

County of Maui

Planning Department

City and County of Honolulu

Department of Land Utilization

Inquiries

The second type of report will be those which are developed through inquiries. H-PASS will provide for limited inquiries by a user, although these capabilities will not be available immediately.

Inquiries are specialized reports which are developed through searches of files by a user. These inquiries are specialized and developed for a particular purpose and will be handled through an Inquiry Subsystem

The Inquiry Subsystem will provide the capability to produce tailored reports using H-PASS data, in response to user requests transmitted from the user's word processing terminal.

The user will provide the necessary report keys to define which range and types of data are to be included in the report retrieval. From a summary level inquiry, the user may then decide to request standard application profile reports to review specific NOI/Applications in more detail.

There are numerous inquiry capabilities which might be considered, but the economics and technical feasibility of the H-PASS project will require that the scope and depth of the Inquiry Subsystem be carefully defined. The implementation of this subsystem will require development of appropriate screens and the use of programs and utilities on the host computer for extracting, sorting, and formatting data into reports for transmission to users.

Specialized Reports

Specialized reports are those reports requiring the use of statistical packages at the University of Hawaii Computing Center. This type of report will be especially useful for yearly summary reports, special cross-tabulation reports, or for time series analyses.

C. Word Processing Functions

One of the unique concepts of the H-PASS is the use of word processing units as user terminals within the telecommunication network.

This concept greatly increases the usefulness of the user terminal to perform important tasks when not in direct communication with the host computer. The capabilities of the word processor for creating and manipulating text data will be used by a variety of users including both secretarial and professional staff.

In addition, "sort" and "math" capabilities enable agencies to perform internal tracking of activity or permit processing/monitoring deadlines, budgets, and generally facilitate other useful management functions.

Word processing capabilities are to be provided both at the user locations and at the host computer. The user terminals are word processors, and the host computer's word processing capabilities will be provided by software available from the computer manufacturer.

D. Electronic Mail Subsystem

The Electronic Mail Subsystem will provide the important capability of sending and receiving messages, documents, and memoranda to others within the H-PASS network. This capability will facilitate communication and coordination among the agencies served by H-PASS.

The host computer will provide the capability for routing "mail" to users within the system. Messages could be created at either the host or user terminals. Documents for transmission would have to be available either from a word processor file or from the host computer's files.

One important application which is presently under investigation is the use of the Electronic Mail Subsystem to maintain a general notice of public hearings and meeting for all agencies. Such an application would be of considerable value in keeping agencies informed about governmental activities.

In addition, agencies with word processing terminals will be able to transmit messages and documents to other agencies without having to utilize the computer. This will be accomplished through a direct dial-up to the user agency and transmission of a system disk file from one word processor to another.

WP/VS DATA ENTRY/UPDATE SUBSYSTEM

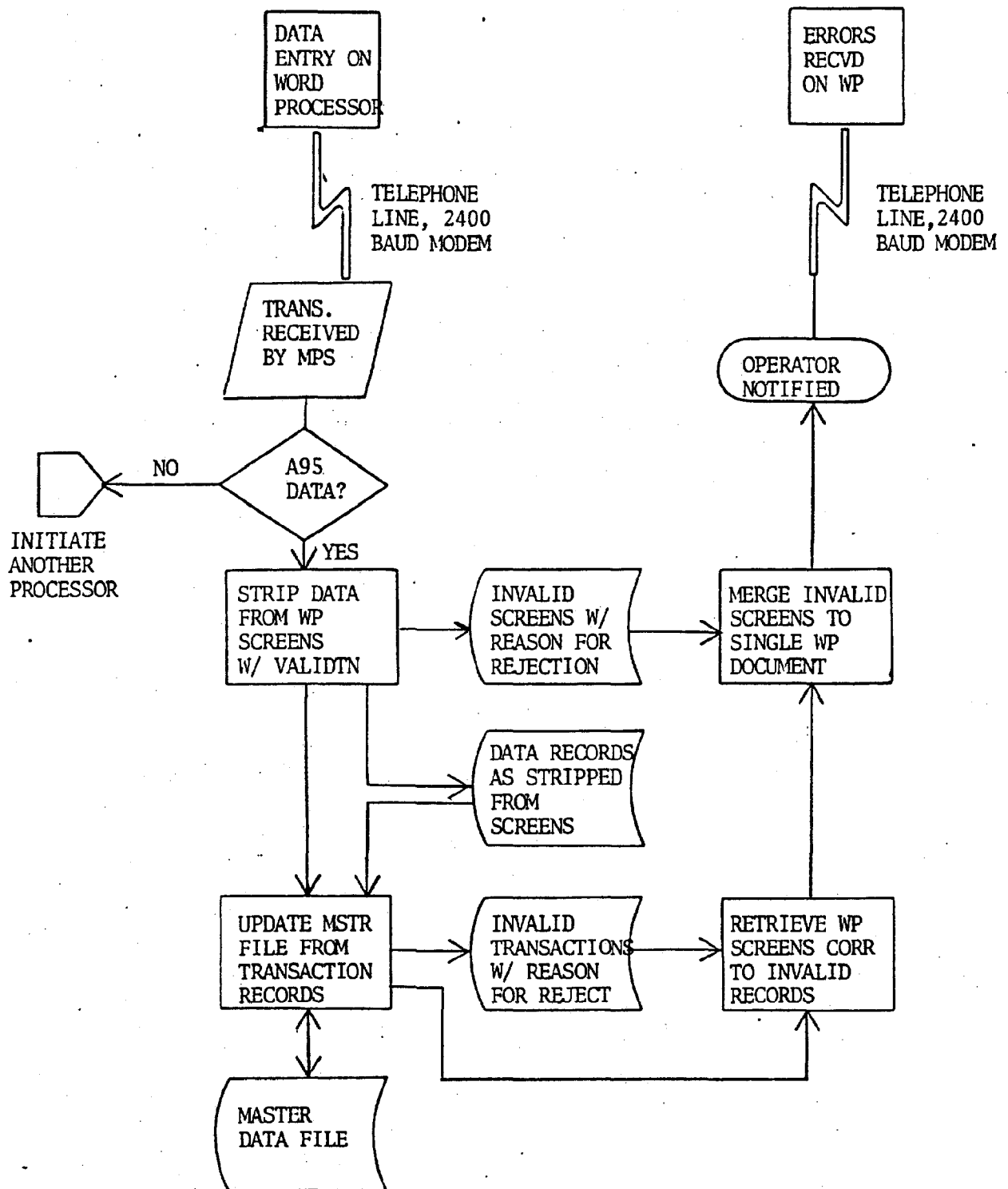


Figure III-1

REPORTS AND INQUIRY SUBSYSTEM

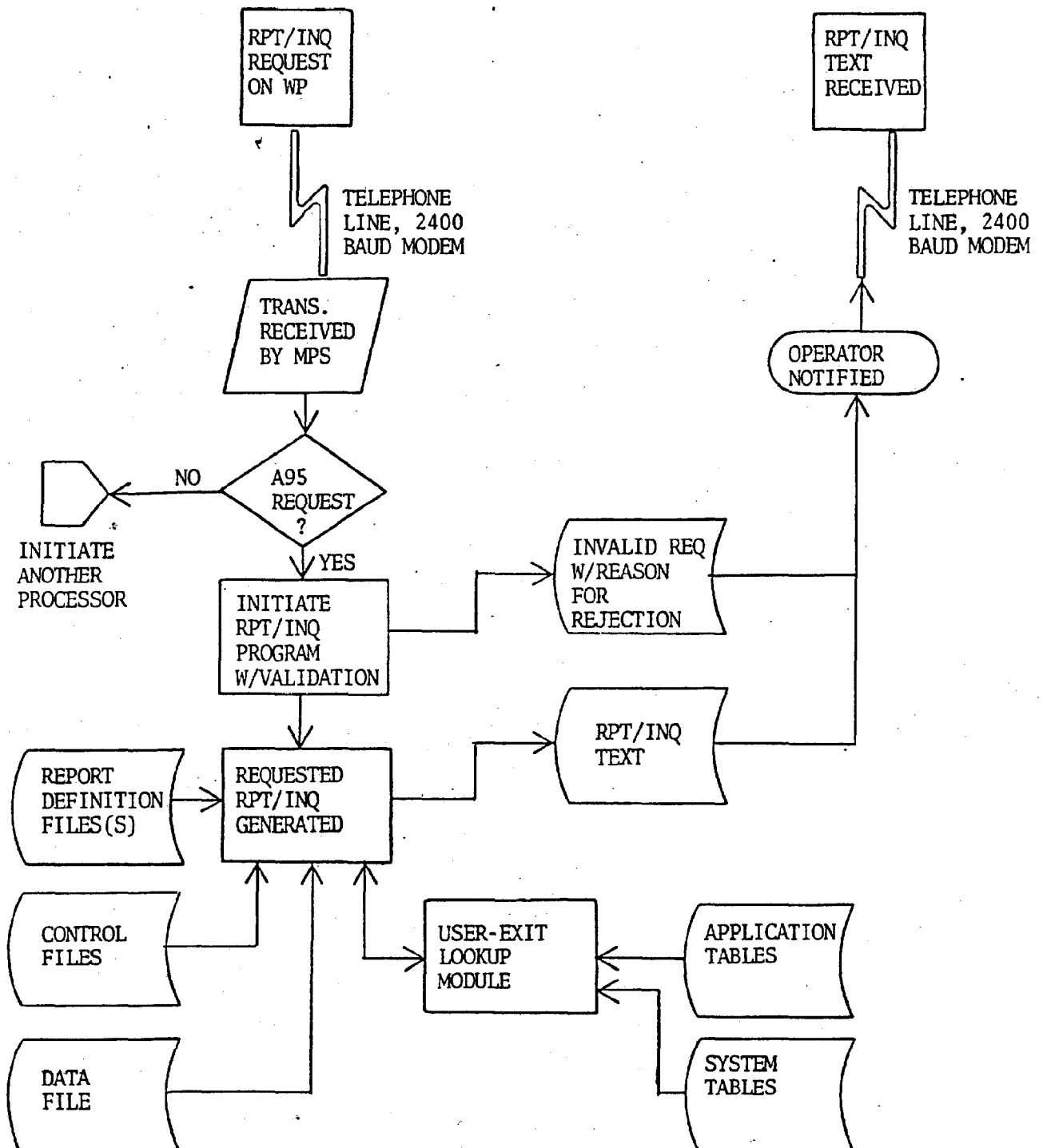


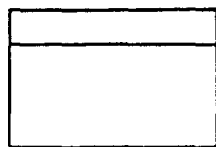
Figure III-2

IV. INFORMATION FLOWS: FLOWCHART AND NARRATIVE DESCRIPTION
FOR THE A-95 PROJECT NOTIFICATION & REVIEW SYSTEM

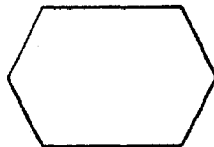
IV. INFORMATION FLOW:
FLOWCHART AND NARRATIVE DESCRIPTION
FOR THE A-95 PNRS

In this part, the A-95 review process is described using a flowchart and an accompanying narrative to show the relationship of each step to H-PASS computer operations. The following symbols, abbreviations, and reference numbers are used in the flowchart:

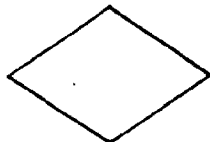
SYMBOLS



= Manual processing activities.



= H-Pass computer functions.



= Decision points indicating alternate processing activities.



= Physical documents - Standard Form 424, Clearinghouse Supplemental Forms



= Off page connector indicating that a process is continued on a different page.

DESIGN DOCUMENT
A-95 Project Notification & Review System

IV-2

ABBREVIATIONS

APP	=	Applicant
AREAWIDE	=	The Areawide Clearinghouse
CH	=	The State Clearinghouse
CH NO.	=	The State Clearinghouse number assigned to each project proposal processed.
CH SUPP. FORM	=	Clearinghouse Supplemental Form
CH NO.	=	Clearinghouse number assigned to each project review.
FED AG	=	Federal Agency receiving the application
NOI/APPLICATION	=	Notification of Intent/Application for funding.
REV AG	=	Reviewing Agency
SF 424	=	Standard Form 424

REFERENCE NUMBERS

Reference numbers for each processing step in the flow diagram are keyed to the numbers in the narrative description.

A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

The following is a step-by-step narrative explaining the procedures used by the State A-95 Clearinghouse (hereinafter referred to as CH) in reviewing applications and Notifications of Intent (NOI).

1-2. The applicant submits his NOI or application to the CH.

3. At this decision point, the CH determines the extent of the proposed project's impact. Proposals affecting only Oahu (City and County of Honolulu) are differentiated from those affecting the entire State or Neighbor Island Counties of Hawaii, Maui, and Kauai.
4. If the project only affects Oahu, the Areawide Clearinghouse processes the NOI or application. The Areawide Clearinghouse then calls the CH and requests a Clearinghouse number for the NOI or application.
5. The CH assigns the NOI or application a Clearinghouse number. At this point, the 30 day review period for NOI's and applications begins. An additional 30 days may be required if an NOI review requires a subsequent application review.
6. The CH creates a new record and processes the NOI or logs in the information contained in Section I of Standard Form 424 and on the Clearinghouse Supplemental Form.
7. The Areawide Clearinghouse processes the NOI or application.
8. Following processing, the Areawide Clearinghouse notifies the CH of its action on the NOI or application.
9. This procedure is continued on page 3 of the flow diagram.
10. If the proposed project affects the entire State or the Neighbor Island Counties the CH will process the NOI or application. The CH then assigns the NOI or application a Clearinghouse number. This begins the 30 day review period for NOI's and applications. An additional 30 days may be required if an NOI review requires a subsequent application review.
11. The CH creates a new record and logs in the information contained in Section I of Standard Form 424 and on the Clearinghouse Supplemental Form.

A-95 Project Notification & Review System

12. This decision point separates those NOI's or applications for projects which may waive the review process. If the proposal involves an annual renewal or continuation grant or activities to be undertaken under approved "State Plans" which are required under certain federal formula grant programs, review may be waived by the CH. Other proposals which are not covered by OMB A-95 requirements or having little discernable impacts may be exempted from CH review or cleared immediately without comment.
13. NOIs or applications that are waived are cleared by the CH through the process continued on page 3 of the flow diagram.
14. For projects requiring review, the CH refers the NOI/application to selected reviewing agencies. These agencies are chosen on the basis that their programs may be affected by the proposal.
15. Upon sending the NOI or application to the reviewing agencies with a questionnaire, the CH logs-in the code or name of the reviewing agency and the date on which the referral was sent.
16. The reviewing agencies comment on the NOI or application using the CH questionnaire.
- 17-18. Upon receipt of the review comments, the CH will log-in the nature of the comments and the date it was received.
19. This decision point separates those NOIs/applications on which reviewing agency comments indicate that the proposal poses actual or potential problems and conflict, duplication or overlap.
20. If no concerns are expressed, the CH proceeds to clear the review application through procedures described on page 3 of the flow diagram.
21. If concerns are expressed, the CH notifies the applicant of the nature of these concerns so that he/she may respond to them.
22. The CH logs-in the date on which the applicant was notified of the concerns.
23. The applicant responds to the concerns and forwards its response to the CH.

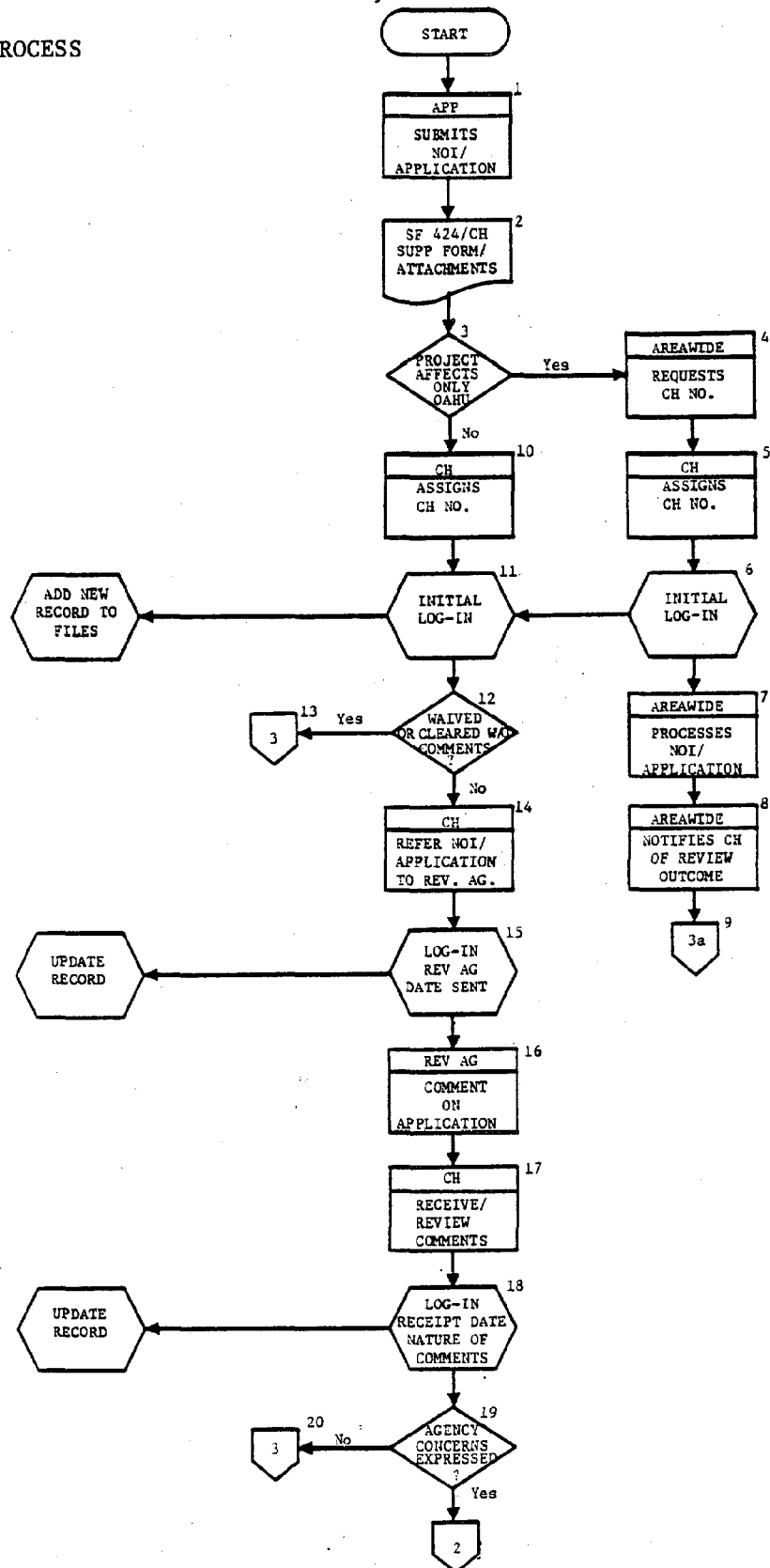
24. The CH forwards the applicant's response to the concerned reviewing agency.
25. The reviewing agency notifies the CH of whether or not the response is satisfactory.
26. The CH records whether or not concern have been resolved.
27. This decision point separates NOIs or applications for which concerns have been resolved from those for which concerns continue to exist.
28. If the response is unsatisfactory to the reviewing agency and the concern is not resolved, the CH proceeds to clear the application through procedures described on page 3 of the flow diagram.
29. If the concerns have not been resolved, the CH schedules a conference with the concerned reviewing agency and the applicant.
30. The conference date is logged-into the record.
31. The applicant and concerned reviewing agency hold the conference.
32. The CH logs-in the outcome of the conference.
33. The CH acts on the NOI or application and sends it to the applicant with a clearance letter.
34. At this point the Areawide Clearinghouse transmits the results of its review on Oahu actions to the State Clearinghouse.
35. The State CH logs-in the actions on review applications processed by both the State and Areawide Clearinghouses.
36. After the federal funding agency acts on the grant application, it notifies the CH of its final action.
37. The CH logs-in the final action by the federal funding agency.

DESIGN DOCUMENT

A-95 Project Notification and Review System Process

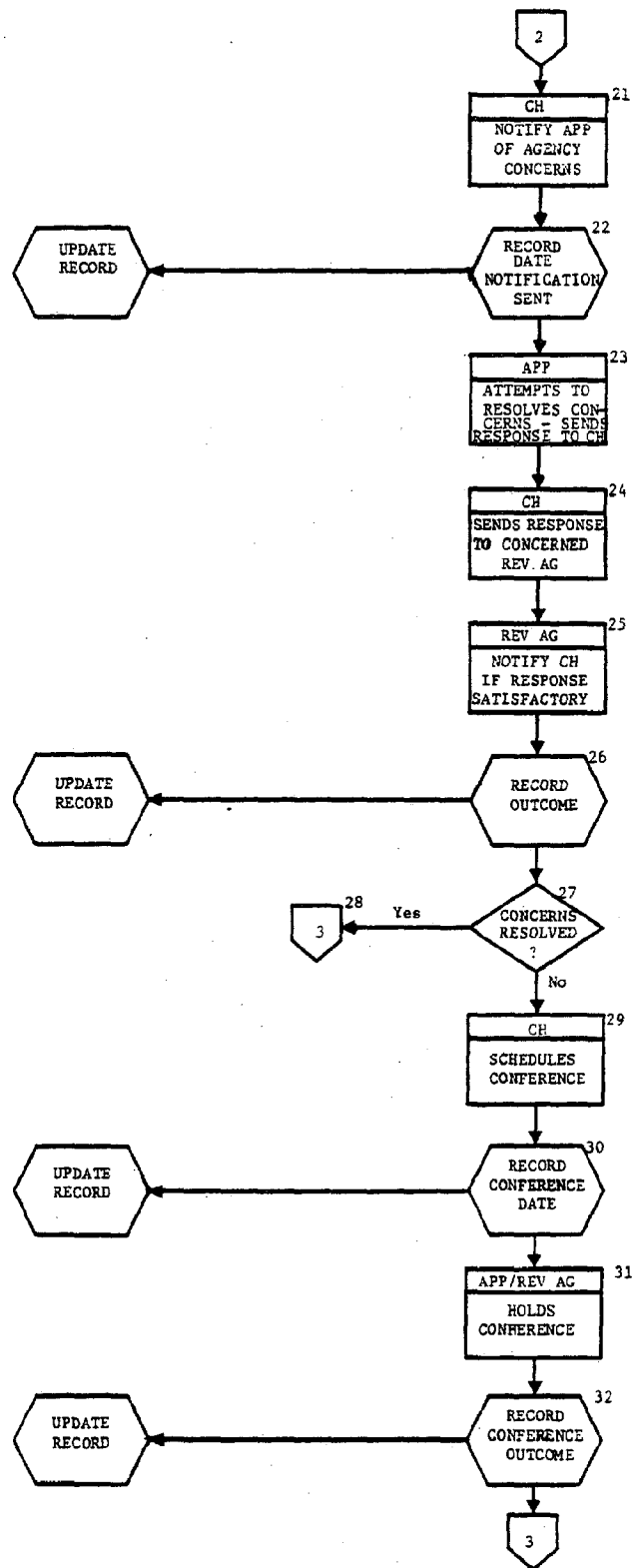
IV-6

A-95 PNRS PROCESS



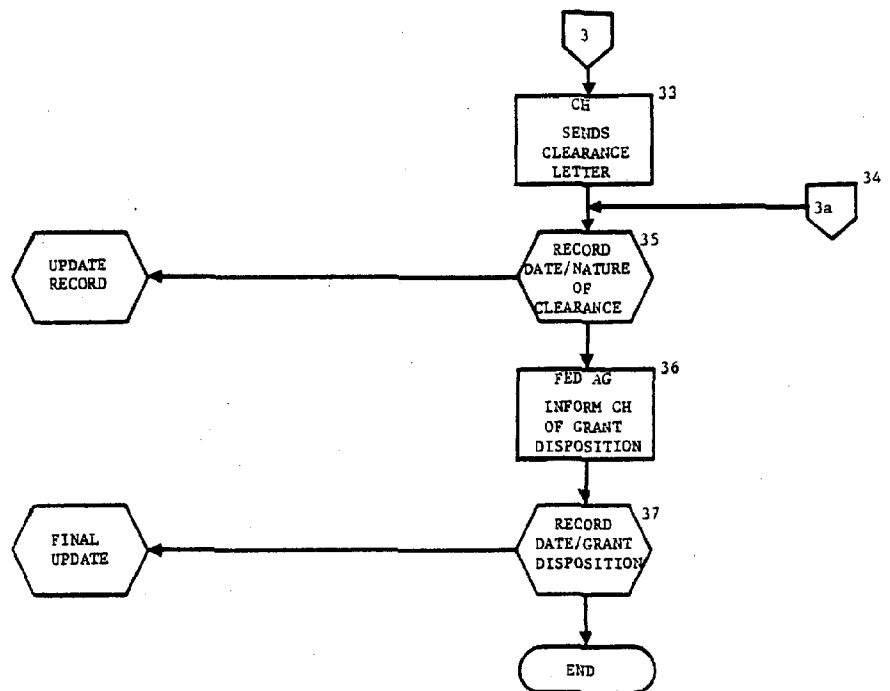
DESIGN DOCUMENT
A-95 Project Notification and Review System Process

IV-7



DESIGN DOCUMENT
A-95 Project Notification and Review System Process

IV-8



V. SYSTEM OUTPUTS AND INPUTS

A. Standard Reports

B. Data Entry Screens

A. A-95 PROJECT NOTIFICATION AND REVIEW PROCESS - REPORTS

DPA95R01: PROFILE OF NOI/APPLICATIONS
PROCESSED BY THE STATE CLEARINGHOUSEDescription

This profile report contains case-specific information about NOIs and applications processed by the State Clearinghouse. It provides basic information about the proposed project and current status of the NOI/application in the review process.

The profile report can be used to answer most public or agency inquiries regarding a particular project. It provides a current, easily accessible source of information presented in a consistent format to serve a variety of management, status monitoring, and reporting purposes. Data provided in the profile will be the basis for all other reports generated.

Organization

Case specific.

Frequency of Production

On demand.

Access

State Clearinghouse.

Primary Users

State Clearinghouse.

Variables

All data elements are included in this report.

DATE OF REPORT: 93/93/93

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM-A-95 PROJECT REVIEW AND NOTIFICATION SYSTEM

DP495R01: PROFILE OF NOVA APPLICATIONS PROCESSED BY THE STATE CLEARINGHOUSE

FILE ID CH 99-999.X

CLEARINGHOUSE ACTION:XXXXXXXXXXXXXX
TYPE OF ACTION:XXXXXXXXXX

PROJECT TITLE:XXXXXXXXXXXXXX

CH NUMBER ASSIGNED: 99/99/99

CLEARANCE LETTER SENT: 99/99/99

DATE OF FEDERAL ACTION: 99/99/99

REFERRALS

[illegible]

DESIGN DOCUMENT
A-95 Project Notification and Review System

V-3

AGENCY INVOLVED	CONFERENCES INITIAL	CONTINUED	CONCERNS RESOLVED?
XXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXX
XXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXX
XXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXX
XXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXX
XXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXX

NATURE OF CONCERNS

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

STATE OR LOCAL GOVERNMENTAL UNITS CONTACTED BY APPLICANT:

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

STATE OR LOCAL UNITS WITH POTENTIAL INTEREST AS IDENTIFIED BY APPLICANT

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

APPLICANT INFORMATION

NAME: XXXXXXXXXXXXXXXXXXXXXXXX
STREET: XXXXXXXXXXXXXXXXXXXXXXXX
CONTACT PERSON: XXXXXXXXXXXXXXXXXXXX
TYPE OF APPLICANT: XXXXXXXXXXXXXXXX
ORGANIZATION UNIT: XXXXXXXXXXXXXXXXXXXXXXXX
CITY, COUNTY: XXXXXXXXXXXXXXXX STATE: XX
TELEPHONE: XXX - 999-999 ZIP CODE: 99999

PROJECT INFORMATION

[illegible]

GRANT INFORMATION

```

PROGRAM NUMBER:99-999
FUNCTIONAL CATEGORY: XXXXXXXXXXXXXXXXXXXXXXXX
TYPE OF APPLICATION:XXXXXXXXXXXXX
ESTIMATED SUBMISSION:99/99/99
RECEIVING FED AGENCY:XXXXXXXXXXXXXXXXXXXXXXXXX
FUNDS TO BE USED FOR:XXXXXXXXXXXXX

PROGRAM TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TYPE OF ASSISTANCE: XXXXXXXXXXXXXXXXXXXXXXXX
TYPE OF CHANGE: XXXXXXXXXXXXXXXXXXXXXXXX,XXXXXXXXXX

```

PROPOSED FUNDINGS:

FEDERAL:	\$ XX,XXX,XXX.00
APPLICANT:	\$ XX,XXX,XXX.00
STATE:	\$ XX,XXX,XXX.00
LOCAL:	\$ XX,XXX,XXX.00
OTHER:	\$ XX,XXX,XXX.00
TOTAL:	\$ XX,XXX,XXX.00

DESIGN DOCUMENT
A-95 Project Notification and Review System

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ESTIMATED COSTS & SOURCES OF FUNDING

BUDGET PERIODS AND PERCENTAGES FOR STATE AND LOCAL GOVERNMENT

STATE	FY: XX	%: XXX	FY: XX	%: XX	FY: XX	%: XX
LOCAL	FY: XX	%: XXX	FY: XX	%: XX	FY: XX	%: XX

FEDERAL ACTION

NAME OF AGENCY:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ORGANIZATIONAL UNIT:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
ADMINISTRATIVE OFFICE:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	DATE APPLICATION RECEIVED:	99/99/99
ACTION TAKEN:	XXXXXXXXXX	START DATE:	99/99/99
FEDERAL CONTACT:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	TELEPHONE:	XXX-XXX-XXXX
		END DATE:	99/99/99

FUNDING AWARDED:

FEDERAL:	\$ XX,XXX,XXX.00
APPLICANT:	\$ XX,XXX,XXX.00
STATE:	\$ XX,XXX,XXX.00
LOCAL:	\$ XX,XXX,XXX.00
OTHER:	\$ XX,XXX,XXX.00
TOTAL:	\$ XX,XXX,XXX.00

DPA95R02: ABBREVIATED PROFILE OF NOI/APPLICATIONS
PROCESSED BY THE STATE AND AREAWIDE CLEARINGHOUSE

Description

This profile report contains case-specific information about NOIs and applications processed by the State and Areawide Clearinghouse. Its users and intent are similar to the previously discussed profile of NOI/Applications processed by the State Clearinghouse. The major difference is that this Areawide profile report does not contain processing information since such information is of concern only to the State Clearinghouse. Only the information provided on Standard Form 424 and the Clearinghouse form will be entered.

Organization

Case specific.

Frequency of Production

On demand.

Access

No Restrictions.

Primary Users

State and Areawide Clearinghouses, H-PASS user agencies.

Variables

All data elements collected from Standard Form 424 and Clearinghouse form.

DESIGN DOCUMENT
A-95 Project Notification and Review System

V-7

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM-A-95 PROJECT REVIEW AND NOTIFICATION SYSTEM DATE OF REPORT:99/99/99

DP99SR02: ABBREVIATED_PROFILE_OF_NOT/APPLICATIONS_PROCESSED_BY_THE_STATE_AND_AREAWIDE_CLEARINGHOUSE

FILE ID CH 99-999X

CLEARINGHOUSE ACTION:XXXXXXXXXXXXXXXXXXXXX PROJECT TITLE:XXX
TYPE OF ACTION:XXXXXXXXXXXX

APPLICATION PROCESSING DATES

FILE NUMBER ASSIGNED:99/99/99 CLEARANCE LETTER SENT:99/99/99 DATE OF FEDERAL ACTION:99/99/99

NATURE OF CONCERNS EXPRESSED IN AREAWIDE CH COMMENTS, IF ANY

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

APPLICANT INFORMATION

NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX ORGANIZATION UNIT: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STREET:XXXXXXXXXXXXXXXXXXXXXXXXXXXXX CITY, COUNTY:XXXXXXXXXXXX,XXXXXXXXXXXX ZIP CODE:99999
CONTACT PERSON:XXXXXXXXXXXXXXXXXXXXX TELEPHONE:999-999
TYPE OF APPLICANT:XXXXXXXXXXXXXXXXXXXX

PROJECT INFORMATION

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PROJECT DESCRIPTION

IMPACT AREA: XXXXXXXXXXXXX START DATE: 99/99/99 END DURATION: XXX MONTHS NO. PERSONS BENEFITTING: X,XXX,XXX

GRANT INFORMATION

```
PROGRAM NUMBER:93-993XXXXXXXXXXXXXXXXXXXXX  
FUNCTIONAL CATEGORY: XXXXXXXXXXXXXXXXXXXXX  
TYPE OF APPLICATION:XXXXXXXXXXXXXXXXXXX  
ESTIMATED SUBMISSION:93/99/99XXXXXXXXXXXXX  
RECEIVING FED AGENCY:XXXXXXXXXXXXXXXXXXXXX  
FUNDS TO BE USED FOR:XXXXXXXXXXXXXXXXXXXXX
```

PROPOSED FUNDINGS:

FEDERAL:	\$ XX,XXX,XXX.00
APPLICANT:	\$ XX,XXX,XXX.00
STATE:	\$ XX,XXX,XXX.00
LOCAL:	\$ XX,XXX,XXX.00
OTHER:	\$ XX,XXX,XXX.00
TOTAL:	\$ XX,XXX,XXX.00

ESTIMATED COSTS & SOURCES OF FUNDING

BUDGET PERIODS AND PERCENTAGES FOR STATE AND LOCAL GOVERNMENT

STATE	FY:	XX	%: XXX	FY:	XX	%: XXX
LOCAL	FY:	XX	%: XXX	FY:	XX	%: XXX

FEDERAL ACTION

NAME OF AGENCY: XXXXXXXXXXXXXXXXXXXXXXXX
ADMINISTRATIVE OFFICE: XXXXXXXXXXXXXXXXXXXX
ACTION TAKEN: XXXXXXXXX
FEDERAL CONTACT: XXXXXXXXXXXXXXXXXXXXXX
ORGANIZATIONAL UNIT: XXXXXXXXXXXXXXXXXXXX
DATE APPLICATION RECEIVED: 9/9/93
START DATE: 9/9/93
END DATE: 9/9/93
TELEPHONE: XXX-XXX-XXXX

FUNDING AWARDED:

FEDERAL:	\$ XX,XXX,XXX.00
APPLICANT:	\$ XX,XXX,XXX.00
STATE:	\$ XX,XXX,XXX.00
LOCAL:	\$ XX,XXX,XXX.00
OTHER:	\$ XX,XXX,XXX.00
TOTAL:	\$ XX,XXX,XXX.00

DPASSR01: PROFILE OF NOI/APPLICATIONS
FOR MONITORING PROJECT CONFORMANCE WITH THE STATE PLAN

Description

This profile report contains selected case-specific information about NOI/applications being processed by the State and Areawide Clearinghouse. The information provided is necessary to determine if a project is in conformance with the State Plan. Under Part II of the Hawaii State Plan, the State Clearinghouse is to notify the State Policy Council of:

- a. Federal projects which conflict with the State Plan;
- b. Any functional plan adopted;
- c. County General Plan or Development Plans in conformance with State Plan.

Currently, this responsibility is being fulfilled by providing the State Plans Branch of DPED with a summary of every project proposal processed by both Clearinghouses. This profile report will provide the State Plans Branch with the information necessary for their review.

Organization

Case specific.

Frequency of Production

On demand.

Access

No restrictions.

DESIGN DOCUMENT

V-10

A-95 Project Notification and Review System

Primary Users

State Plans Branch, Department of Planning and Economic Development.

Variables

Clearinghouse No., Project Title, Applicant Name, Type of Assistance, Type of Application, Project Start Date, Project End Date, Project Description, Proposed Funding.

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM A-95 PERMIT NOTIFICATION AND REVIEW SYSTEM

DP495R01: PROFILE OF NO1/APPLICATIONS FOR MONITORING PROJECT CONFORMANCE WITH THE STATE PLAN

PROJECT TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXX
TYPE OF ASSISTANCE: XXXXXXXXXXXXXXXXXXXXXXXXX

START DATE: 99/99/99

PROJECT DESCRIPTION:

PROPOSED FUNDING:	
FEDERAL:	\$ XX,XXX,XXX.00
APPLICANT:	\$ XX,XXX,XXX.00
STATE:	\$ XX,XXX,XXX.00
LOCAL:	\$ XX,XXX,XXX.00
OTHER:	\$ XX,XXX,XXX.00
TOTAL:	\$ XX,XXX,XXX.00

OPA95R02: NOI/APPLICATIONS BY FEDERAL FUNDING AGENCY

Description

This report provides funding information on projects listed by categories of federal funding agencies. It will enable the user to identify sources and levels of funding being requested of those agencies. The State Legislature in particular is interested in funding requested of the Department of Housing and Urban Development.

Organization

Summary listing of NOI/Applications, in sequence, by Clearinghouse number in each category of federal funding agency.

Frequency of Production

Annually.

Access

State Clearinghouse.

Primary Users

State Clearinghouse.

Variables

Clearinghouse number, Date CH Number assigned, Date Clearance Letter Sent, Project Title, Proposed Federal Share, Proposed State Share, Proposed Local Share, Proposed Applicant Share.

DATE OF REPORT: 93/93/99

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM-A-95 PROJECT REVIEW AND NOTIFICATION SYSTEM

DEPARTMENT OF AGRICULTURE

[illegible]

DEPARTMENT OF COMMERCE

[illegible]

DEPARTMENT OF DEFENSE

[illegible]

DPA95R03: NOI/APPLICATIONS PENDING
FINAL STATE CLEARINGHOUSE ACTION

Description

The report of NOI/Applications pending final State Clearinghouse action provides users with basic processing information on project proposals which have yet to receive final action by the State Clearinghouses. It can be used to answer applicant or public inquiries on NOI/Application status and to plan day-to-day Clearinghouse activities.

Organization

Summary listing of NOI/Applications pending final State Clearinghouse actions by Clearinghouse number.

Frequency of Production

Weekly.

Access

State Clearinghouse.

Primary Users

State Clearinghouse.

Variables

Clearinghouse Number, Date Assigned, Type of Action, Project Title, Estimate Submission Date, Concerns Conferences.

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM-A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

DATE OF REPORT: 93/93/93

DPAP5R03: NOT/APPLICATIONS_PENDING_FINAL_STATE_CLEARINGHOUSE_ACTION

[illegible]

DPA95R04: NOI/APPLICATIONS PENDING
FINAL AREAWIDE CLEARINGHOUSE ACTION

Description

This report provides users with basic information on project proposals which have yet to receive final action by the Areawide Clearinghouse. It can be used to insure that the State Clearinghouse is notified of all final Areawide Clearinghouse Actions, particularly when final actions are shown to be overdue. The Areawide Clearinghouse may use the report to answer applicant or public inquiries on the status of NOI/Applications or to manage work tasks.

Organization

Summary listing of NOI/Application providing final Areawide Clearinghouse action by Clearinghouse number.

Frequency of Production

Weekly.

Access

State Clearinghouse.

Primary Users

State and Areawide Clearinghouses.

Variables

Clearinghouse Number, Date Assigned, Type of Action, Project Title, Applicant Name, Estimated Submission Date.

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM-A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

CH NUMBER	ASSIGNED	TYPE OF ACTION	PROJECT TITLE	APPLICANT NAME
CH 93-933X	93/99/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/99/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/93/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/99/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/99/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/93/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/99/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/99/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
CH 93-933X	93/99/99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

OPA95R05: NOI/APPLICATIONS PROCESSED
BY FUNCTIONAL CATEGORY

Description

The functional categories report provides basic information on NOI/Applications processed by the Clearinghouses in each functional category. The functional categories used in HPASS are based on an adaptation of the functional categories used in the Catalog of Federal Domestic Programs.

The purpose of this report is to identify categories of funding as they apply to national objectives.

Organization

Summary listing of NOI/Applications by functional categories by Clearinghouse number.

Frequency of Production

Quarterly.

Access

State Clearinghouses.

Primary Users

State and Areawide Clearinghouses.

Variables

Clearinghouse Number, Date Assigned, Hawaii CH Action, Type of Action, Project Title, Federal Action, Date of Federal Action.

OPA95R05: ~~NOT/APPLICATIONS PROCESSED BY FUNCTIONAL CATEGORY~~

[illegible][illegible][illegible]

DPA95R06: PROCESSING TIME
FOR NOI AND APPLIATIONS

Description

The processing time report computes and lists the processing time required for each NOI or application processed by the State Clearinghouse. This information will be used for annual performance reports prepared by the Clearinghouse.

Organization

Summary listing of NOIs and applications processed by the State Clearinghouse with calculated time required for processing.

Frequency of Production

On demand.

Access

State Clearinghouse.

Primary Users

State Clearinghouse.

Variables

Clearinghouse Number, Project Title, Date Clearinghouse Number Assigned, Date Cleared, CH Action, Computed Days to Clear.

DESIGN DOCUMENT
A-95 Project Notification and Review System

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HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM - A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

DATE OF REPORT: 99/99/99

DP95R06: PROCESSING TIME FOR NOTIFICATIONS

NOTIFICATION DE INIENIS

CH NUMBER	PROJECT TITLE	ASSIGNED	CLEARED	CH ACTION	DAYS
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX

APPLICATIONS

CH NUMBER	PROJECT TITLE	ASSIGNED	CLEARED	CH ACTION	DAYS
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX
CH 99-999X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99/99/99	99/99/99	XXXXXXXXXXXXXXXXXXXX	XXX

DPA95R07: NOI/APPLICATIONS PENDING FEDERAL ACTION

Description

The report of NOI/applications pending Federal action report lists funding information on NOI/applications categorized by federal approving agencies. This report will be used by the Clearinghouse when federal action notifications are received (Section III of S.F. 424). Frequently, such notices arrive without the assigned Clearinghouse number indicated. The report will be used to locate the appropriate NOI/applications so that the grant action information can be inputted.

Organization

Summary listing of NOI/applications pending Federal action by federal reviewing agency in sequence by Clearinghouse number.

Frequency of Production

Monthly.

Access

State Clearinghouse.

Primary Users

State Clearinghouse.

Variables

Clearinghouse Number, Type of Action, Project Title, Proposed Federal Share, Estimated Application Submission Date.

DATE OF REPORT: 93/99/93

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM - A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

DP95R07: NO1/APPLICATIONS_PENDING_FEDERAL_ACTION

DEPARTMENT OF AGRICULTURE

[illegible]

DEPARTMENT OF COMMERCE

[illegible]

DEPARTMENT OF DEFENSE

[illegible]

DPA95R08: PROJECT PROPOSALS
BY PROGRAM CATEGORY

Description

This report provides basic information on NOIs and applications processed by the State Clearinghouse, arranged by program category. It will enable the user to locate NOIs and applications relating to the same or similar projects. Such information will be used by the Clearinghouse to make decisions as to whether or not a new NOI or application may waive the review process. For example, if the Clearinghouse is about to process an application for a grant renewal, it will consult the report to determine if any concerns were raised during the review process for the original grant application. If it finds that no concerns were raised it may, in consideration of other factors such as the amount of the grant, decide to forego the review process. Similarly, if the Clearinghouse finds that a new grant application is essentially for the same type of projects previously reviewed without concerns, it may also decide to waive the review.

Organization

Summary listing of NOIs and applications by program category, by CH number.

Frequency of Production

Monthly.

Access

State Clearinghouse.

Primary Users

State Clearinghouse.

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A-95 Project Notification and Review System

Variables

Program Number, Clearinghouse Number, Assigned Date,
Clearance Date, CH Action, Applicant Name, Concerns Expressed,
Conferences Held.

DATE OF REPORT: 99/93/99

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM - A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM

DP495R08: PROJECT_PROPOSALS_BY_PROGRAM_CATEGORY

[illegible]

B. A-95 PROJECT NOTIFICATION AND REVIEW PROCESS - DATA ENTRY SCREENS

INFORMATION FROM SECTION I, STANDARD FORM 424
(The input variables and respective coding
are identical to S.F. 424 - The numbers in parentheses
refer to the item numbers on the application form)

1. TYPE OF ACTION: X
- A = Application
B = Notification of Intent (NOI)
- (3) STATE APPLICATION IDENTIFIER
a. CLEARINGHOUSE NUMBER: CH XX - XXXX
b. DATE ASSIGNED: XX/XX/XX
- (4) LEGAL APPLICANT/RECIPIENT
a. APPLICANT NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
b. ORGANIZATION UNIT: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
c. STREET/P.O. BOX: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
d. CITY: XXXXXXXXXXXXXXXXXXXXXXXX
e. COUNTY: XXXXXXXXXXXXXXXXXXXXXXXX
f. ZIP CODE: XXXXX
g. STATE: XX
h. CONTACT PERSON: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
i. TELEPHONE NO.: XXX - XXX-XXXX
- (6) PROGRAM
a. NUMBER:
b. TITLE: XX - XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- (7) TITLE AND DESCRIPTION OF PROJECT
TITLE: XX
DESCRIPTION: XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- (8) TYPE OF APP/RECIPIENT: X
- (9) TYPE OF ASSISTANCE: X
IF MORE THAN ONE TYPE: X

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8. (10) AREA OF IMPACT: X
A = Statewide
B = City and County of Honolulu
C = County of Maui
D = County of Kauai
E = County of Hawaii
F = Federal Reg IX
9. (11) NO. PERSONS BENEFITTING: XX,XXX,XXX
10. (12) TYPE OF APPLICATION: X
11. (15) TYPE OF CHANGE:
IF MORE THAN ONE TYPE: X
IF MORE THAN TWO TYPES: X
12. (13) PROPOSED FUNDING
FEDERAL \$XX,XXX,XXX.00
APPLICANT \$XX,XXX,XXX.00
STATE \$XX,XXX,XXX.00
LOCAL \$XX,XXX,XXX.00
OTHER \$XX,XXX,XXX.00
13. (16) PROJECT START DATE XX/XX/XX
14. PROJECT END DATE XX/XX/XX
(Compute, using PROJECT DURATION)
15. (18) ESTIMATED DATE OF SUBMISSION XX/XX/XX
16. (20) RECEIVING FEDERAL AGENCY: X
(see CODEBOOK)

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INFORMATION FROM CLEARINGHOUSE FORM

17. BUDGET PERIODS AND PERCENTAGES FOR STATE AND LOCAL GOVERNMENT CONTRIBUTIONS

STATE	FY	XX	%	XX	FY	XX	%	XX	FY	XX	%	XX
LOCAL	FY	XX	%	XX	FY	XX	%	XX	FY	XX	%	XX

18. STATE OR LOCAL GOVERNMENT UNITS CONTACTED:

XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX

19. STATE OR LOCAL AGENCIES WITH POTENTIAL INTEREST:

XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX

20. FUNDS TO BE USED FOR: X

A = Planning
B = Construction
C = Program
D = Staff
E = Other

21. FUNCTIONAL CATEGORY: XX

PROCESSING INFORMATION

22. REVIEWING AGENCIES (Standard-see Codebook)	REFERRAL DATE	COMMENTS RECEIVED	CON-CERNS	APPLICANT CONTACTED	RE-SOLVED	CH NOTIFIED
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	-XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX

23. REVIEWING AGENCIES (Non-Standard)	REFERRAL DATE	COMMENTS RECEIVED	CON-CERNS	APPLICANT CONTACTED	RE-SOLVED	CH NOTIFIED
XXXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX
XXXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	-XX/XX/XX
XXXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	X	XX/XX/XX	X	XX/XX/XX

CONFERENCES

24. AGENCIES CONFERRED (standard-see Codebook)	INITIAL	CONTINUED	RESOLVED
XXX	XX/XX/XX	XX/XX/XX	X
XXX	XX/XX/XX	XX/XX/XX	X
XXX	XX/XX/XX	XX/XX/XX	X
XXX	XX/XX/XX	XX/XX/XX	X

25. AGENCIES CONFERRED (Non-standard)	INITIAL	CONTINUED	RESOLVED
XXXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	X
XXXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	X

26. NATURE OF CONCERNS

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INFORMATION FROM SECTION III,
STANDARD FORM 424

27. HAWAII CH ACTION	X
DATE	XX/XX/XX
A = Pending B = Without comments C = With comments D = Waived E = Unfav. CH comments F = Withdrawn	
28. AGENCY NAME	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
29. ORGANIZATIONAL UNIT	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
30. ADMINISTRATIVE OFFICE	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
31. DATE APPLICATION RECEIVED	XX/XX/XX
32. ACTION TAKEN	X
A = Pending B = Awarded C = Rejected D = Returned for Amendment E = Deferred F = Withdrawn	
33. FUNDING AWARDED	
a. FEDERAL:	XX,XXX,XXX.00
b. APPLICANT:	XX,XXX,XXX.00
c. STATE:	XX,XXX,XXX.00
d. LOCAL:	XX,XXX,XXX.00
e. OTHER:	XX,XXX,XXX.00
f. TOTAL:	XX,XXX,XXX.00
34. DATE OF ACTION	XX/XX/XX
35. STARTING DATE	XX/XX/XX
36. ENDING DATE	XX/XX/XX
37. FEDERAL CONTACT NAME:	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
TELEPHONE NO.:	XXX-XXX-XXXX

DESIGN DOCUMENT

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ACTUAL_DATA_ENTRY_SCREEN: 20_LINE_PER_SCREEN_FORMAT_WP_COMPATIBLE

DPA95

A-95 PNRS INFORMATION SYSTEM

SCREEN1

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM

1. TYPE OF ACTION: * (A = APPLICATION, B = NOTIFICATION OF INTENT)

2. STATE APPLICATION IDENTIFIER

A. CLEARINGHOUSE NUMBER: CH ** - **** B. DATE ASSIGNED: ** / ** / **

3. LEGAL APPLICANT/RECIPIENT

A. APPLICANT NAME: *****

B. ORGANIZATION UNIT: *****

C. STREET/P.O. BOX: *****

D. CITY: *****

E. COUNTY: *****

F. STATE: ** G. ZIP CODE: *****

H. CONTACT PERSON: *****

I. TELEPHONE NUMBER: (A/C) *** - ****

4. PROGRAM A. NUMBER: ** - ***

B. TITLE: *****

DP995
A-95 PNRS INFORMATION SYSTEM
HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
SCREEN2

5. TITLE AND DESCRIPTION OF PROJECT
 TITLE: *****
 DESCRIPTION: *****

6. TYPE OF APPLICANT/RECIPIENT: *

7. TYPE OF ASSISTANCE: * (IF MORE THAN ONE TYPE:) *

8. IMPACT AREA: * (A = STATEWIDE B = HONOLULU C = MAUI
D = KAUAI E = HAWAII F = FEDERAL REG IX)

9. NUMBER OF PERSONS BENEFITTING: ** *** ***

10. TYPE OF APPLICATION: *

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DPA95

A-95 PNRS INFORMATION SYSTEM
HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM

SCREEN3

11. TYPE OF CHANGE: * (MORE THAN ONE TYPE): * (MORE THAN TWO TYPES): *

12. PROPOSED FUNDING: FEDERAL: \$ ** , *** , *** .00
APPLICANT: \$ ** , *** , *** .00
STATE: \$ ** , *** , *** .00
LOCAL: \$ ** , *** , *** .00
OTHER: \$ ** , *** , *** .00

13. PROJECT START DATE: ** / ** / **

14. PROJECT END DATE: ** / ** / ** (ESTIMATE USING PROJECT DURATION)

17. ESTIMATED DATE OF SUBMISSION: ** / ** / **

16. RECEIVING FEDERAL AGENCY: * (SEE CODEBOOK)

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A-95 Project Notification and Review System

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DPA95

A-95 PNRS INFORMATION SYSTEM
HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM

SCREEN4

17. BUDGET PERIODS AND PERCENTAGES FOR STATE AND LOCAL GOVMT. CONTRIBUTIONS:

STATE:	FY **	*** %	FY **	*** %	FY **	*** %
LOCAL:	FY **	*** %	FY **	*** %	FY **	*** %

18. STATE OR LOCAL GOVERNMENT UNITS CONTACTED:

19. STATE OR LOCAL AGENCIES WITH POTENTIAL INTEREST:

20. FUNDS TO BE USED FOR: *

A = PLANNING C = PROGRAM E = OTHER
B = CONSTRUCTION D = STAFF

21. FUNCTIONAL CATEGORY: **

A-95 PNRS INFORMATION SYSTEM
HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM

SCREENS

[illegible]

SCREEN 7

RESOLVED
* *

NATURE OF CONCERNS

DATE: ** / ** **

D = RETURNED FOR AMENDMENT
E = DEFERRED
F = WITHDRAWN

DESIGN DOCUMENT
A-95 Project Notification and Review System

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DPA95

A-95 PNRS INFORMATION SYSTEM
HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM

SCREEN8

28. AGENCY NAME:

29. ORGANIZATIONAL UNIT:

30. ADMINISTRATIVE OFFICE:

31. DATE APPLICATION RECEIVED: ** / ** / **

32. ACTION TAKEN: *

A = PENDING C = REJECTED E = DEFERRED
B = AWARDED D = RETURNED FOR AMENDMENT F = WITHDRAWN

33. FUNDING AWARDED

A. FEDERAL:	\$ ** , *** , *** .00	D. LOCAL:	\$ ** , *** , *** .00
B. APPLICANT:	\$ ** , *** , *** .00	E. OTHER:	\$ ** , *** , *** .00
C. STATE:	\$ ** , *** , *** .00	F. TOTAL:	\$ *** , *** , *** .00

DESIGN DOCUMENT

A-95 Project Notification and Review System

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DPA95

A-95 PNRS INFORMATION SYSTEM

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM

SCREEN3

34. DATE OF ACTION: ** / ** / **

35. STARTING DATE: ** / ** / **

36. ENDING DATE: ** / ** / **

37. FEDERAL CONTACT

NAME: *****

TELEPHONE NO.: *** - *** - ****

VI. SYSTEM DESIGN FOR A-95 PROJECT NOTIFICATION & REVIEW SYSTEM

VI. SYSTEM DESIGN FOR A-95 PROJECT NOTIFICATION & REVIEW SYSTEM

A. Hardware and Software Environment

The H-PASS hardware configuration is described in detail in Appendix G, but some key features of the systems environment for this application are noted below because the systems design is based on certain hardware and software capabilities provided by the computer vendor.

1. Hardware

The H-PASS host computer is a Wang 2200VS system which supports telecommunication with either (a) word processors, or (b) "remote workstation" terminals.

Some H-PASS applications, including the A-95 Project Notification & Review System will be implemented using word processors at the user locations. This design approach has been recommended in order to minimize telephone line costs to neighbor island users, and to provide the user with a device which can be productive when not "on-line" to a computer system.

The major operational differences between use of a remote terminal versus a word processor are as follows:

- a. a remote terminal interacts with the host computer in a "conversational" mode, with the host computer responding interactively with the user as the user proceeds through the various steps of a function such as data entry. This mode allows for validity checking of user entries while the user is still at the terminal, which permits easy correction of erroneous entries.

The Wang utilities are designed primarily to be operated by operators at "workstation" terminals, typically located within a short distance physically from the computer. A "remote workstation" terminal has the same advantages of interfacing directly with the Wang file management and reporting utilities, even though it is operated from a distance over telephone lines.

- b. The H-PASS word processor terminals are not, at present, equipped to act as remote workstation terminals to the Wang host computer. Rather than performing in an interactive mode with the host computer, the word processor sends complete blocks of data to the host computer for batch processing. In data processing terminology, the word processor acts as a remote job entry device, sending data and job request parameters to the host processor for subsequent processing in "batch" mode.

Unlike the remote workstation, a word processor cannot directly execute the standard Wang utilities. Use of the utilities is indirect, through the transmission of job commands and data to the host computer for subsequent processing. The H-PASS design approach is to make maximum use of the Wang utilities in order to minimize custom programming and reduce development time.

A Message Processing System will be developed to process messages received from word processors and pass job control commands and data to the appropriate application programs or standard utilities. The REPORT utility, for example, could be operated relatively easily from parameters passed to the utility using Wang's PROCEDURE language. Use of the data entry/update utilities would be more difficult, but should be feasible with the proper interface routines.

2. Software

The design approach is based on the following utilities, available on the H-PASS Wang VS computer:

A. CONTROL - allows creation of control files which define the format and use of data files.

B. DATENTRY - allows the user to create and maintain data files described by control files. This utility is used primarily for maintenance of simple table files.

C. REPORT - is a general purpose report generator which uses the data definitions contained in the control files.

D. EZFORMAT - allows creation of tailored data entry screens for data files described by control files. This utility is similar to the DATENTRY utility, but allows more flexibility in the formatting of screens and is used for creating data entry screens for creating and maintaining the A-95 project file.

The amount of custom programming required for this application is minimized by the use of the above utilities. Required functions not available through utilities will be provided by modifications to programs generated by the utilities, or by special "user exit" program modules written in COBOL. The major use of special program routines will be for table lookups and editing of certain fields for output printing.

B. System Design Overview

The proposed system design for this application is illustrated in Figures 6.1 through 6.3. The system consists of the following subsystems:

A-95 Project Notification and Review System

1. Table File Maintenance Subsystem

This application makes extensive use of data codes to facilitate ease of data entry and to allow retrievals and analysis by selective use of coded data descriptors. Tables are stored on the system to provide text descriptions corresponding to the values of the coded variables, in order to provide easily readable output reports.

Some tables, referred to as system tables, will be shared by more than one user application. Other tables, such as the table containing descriptions of the various categories of A-95 applications, will be unique to one application.

The Table Maintenance subsystem will allow the user to maintain all tables used by the application. All tables will be stored external to the application programs to minimize the need for special programming to accommodate additions to tables or changes in their contents.

2. Data Entry/Update Subsystem

The Data Entry/Update Subsystem, shown in Figure 6.1, will allow the user to add new records to the application data file or update (modify) the contents of existing records. The user will key in data on the appropriate screens on the word processor terminal to create a word processor "document" for transmission to the host compute. The Data Entry/Update Subsystem, in conjunction with the Message Processing System, will extract user-entered data for validation according to editing criteria provided in the control file. Valid data transactions will be processed to add or update application data file records.

3. Reporting/Inquiry Subsystem

The Reporting/Inquiry Subsystem, shown in Figure 6.2, will print standard reports or individual inquiries based on user requests.

A-95 Project Notification and Review System

Each separate report is defined in a report definition file, with the exception of the permit profile report, which will be created by a tailored COBOL program.

For most reports, report generation will be performed by the REPORT utility in conjunction with a Report Definition file and a user-exit module to perform table lookups if required.

In the case of inquiry reports, the user will be provided with a screen which will allow entry of a specific key value or range of key values for which report records are to be selected.

More detailed descriptions of the programs and files which will comprise the A-95 Project Notification & Review System are provided in the following two sections of this document.

WP/VS DATA ENTRY/UPDATE SUBSYSTEM

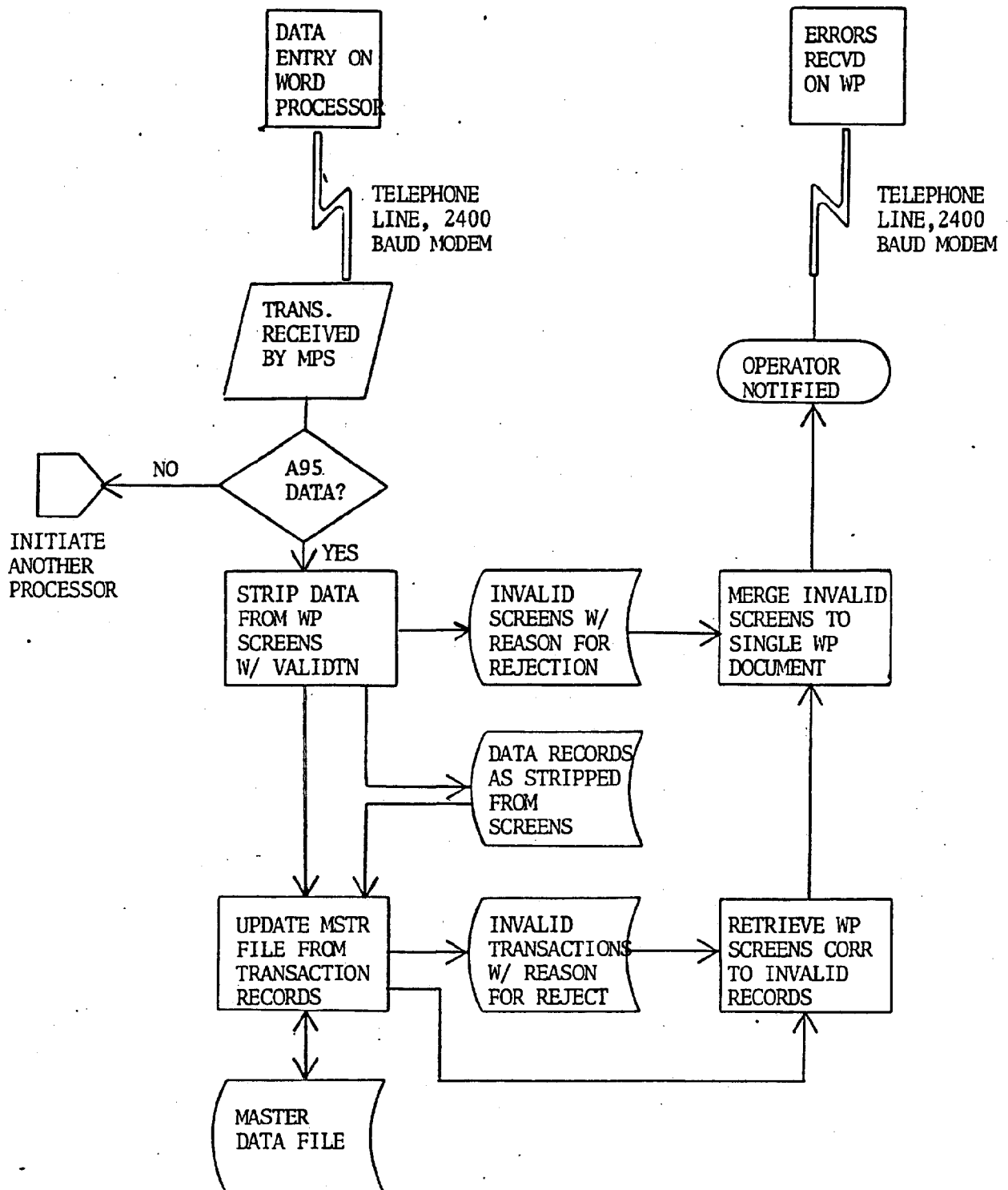


Figure 6.1

REPORTS AND INQUIRY SUBSYSTEM

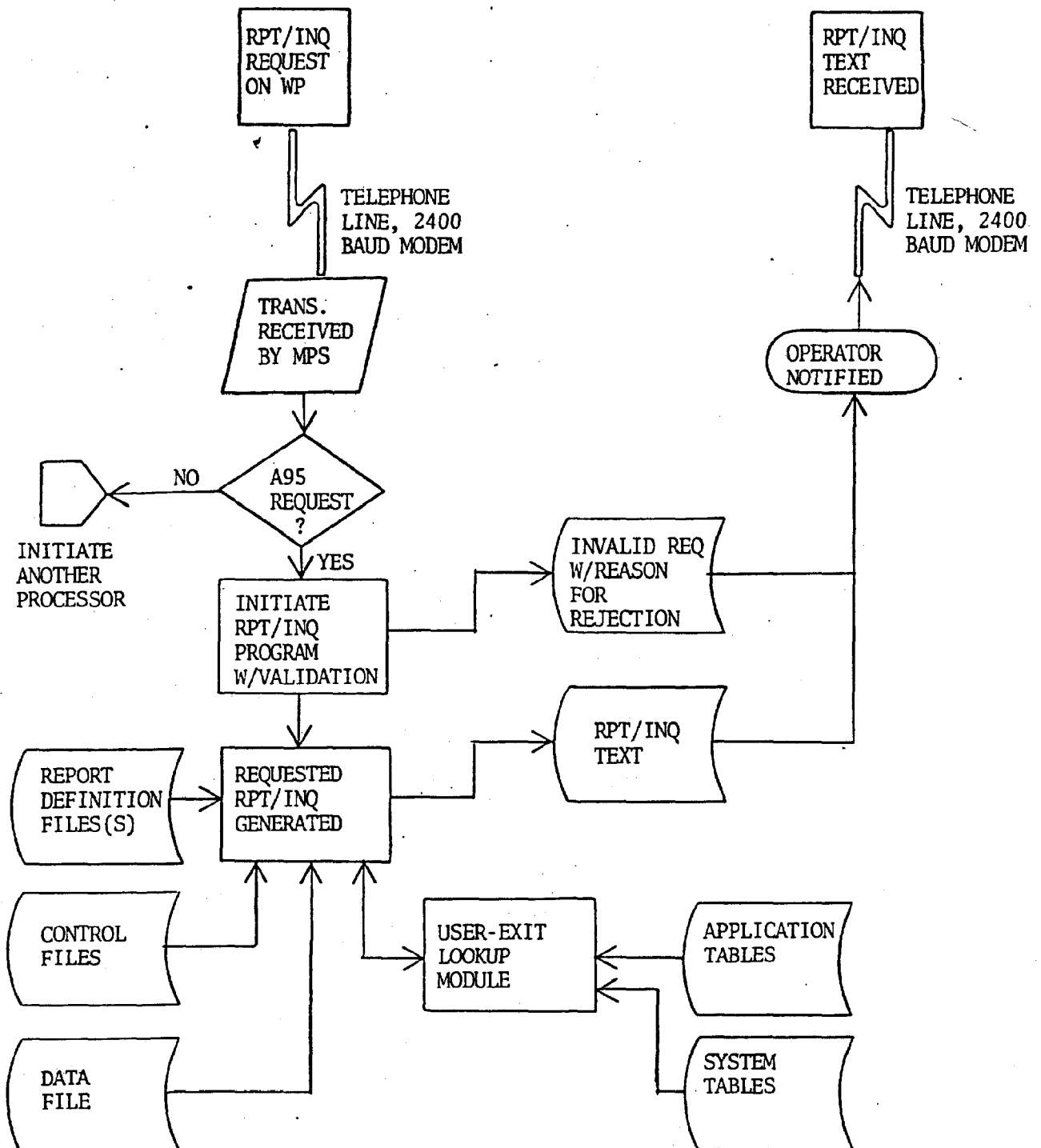


Figure 6.2

VII. PROGRAM SPECIFICATIONS

VII. PROGRAM SPECIFICATIONS

This section lists the programs required by the A-95 Project Notification and Review Process application and describes their general functions.

The H-PASS conventions adopted for program naming are described in Section VIII. The reader is encouraged to review that section to obtain an understanding of file description conventions.

A. Table Maintenance Subsystem

All H-PASS tables are maintained through use of the WANG DATENTRY utility, in conjunction with control files which describe the individual table file contents. Special programs for table file maintenance are not required under this approach.

There are two classes of table files maintained by the table maintenance subsystem. The first class of table files will be those system level files utilized by one or more H-PASS applications. These will be labeled in the "HPSYS" series.

The second class of table files are those which will be utilized only by the A-95 PNRS application. These will be labeled "DPA95" (Department of Planning and Economic Development A-95 PNRS).

Below are listed the table files used by this application, together with the control files which are used to describe and maintain the data in the table files.

1. HPASS System-Level Control Files - HPSYS

<u>Control</u>	<u>Table</u>	
<u>File ID</u>	<u>File ID</u>	<u>Table Description</u>

At present the A-95 PNRS is not making use of any system Table Files, but it is possible that the files DPA95T01 and DPA95T02 of the following section made be made to coincide directly with the System Table files HPSYST01 and HPSYST02.

A-95 Project Notification and Review System

2. HPASS A-95 System Control Files - DPA95

<u>Control File ID</u>	<u>Table File ID</u>	<u>Table Description</u>
DPA95C01	DPA95T01	RECEIVING FEDERAL AGENCIES
DPA95C02	DPA95T02	STANDARD REVIEWING AGENCIES & STANDARD AGENCIES CONFERRED
DPA95C03	DPA95T03	FUNCTIONAL CATEGORIES
DPA95C04	DPA95T04	TYPES OF APPLICANTS
DPA95C05	DPA95T05	TYPES OF ASSISTANCE BEING APPLIED FOR
DPA95C06	DPA95T06	AREAS OF PROJECT IMPACT
DPA95C07	DPA95T07	TYPES OF APPLICATIONS
DPA95C08	DPA95T08	TYPES OF CHANGE REQUESTED BY APPLICANT
DPA95C09	DPA95T09	FUND USE
DPA95C10	DPA95T10	FINAL ACTION TAKEN BY STATE CLEARINGHOUSE
DPA95C11	DPA95T11	FEDERAL ACTION TAKEN ON APPLICATION

B. Data Entry/Update Programs

<u>Program ID</u>	<u>Functions</u>
HPMPS001	Processes word processor document messages to extract data entry/update transactions for processing. Processes the "messages" contained in the header of a WP document transmitted in 3780 TC mode and moves the records into a temporary workfile. (It should be noted that this is part of the Message Processing System which is a H-PASS System-Level Function)

A-95 Project Notification and Review System

- DPA95D01 Displays data entry screens to create or modify File DPA95D01 data in backup mode. It should be explained that "backup" mode essentially means utilizing interactive VS terminals (serial or remote) for data entry and updating.
- DPA95D02 "Strips down" the A-95 WP screens, extracts data elements from word processor documents, edits and validates transactions records created from the documents, and moves the data which is submitted to an update transaction file (DPA95D02). Screens containing invalid fields are not processed, but are written to the error file (DPA95D03) with an explanation of why they were considered invalid.
- DPA95D03 Performs adds and updates to File DPA95D01 based on transactions received from DPA95D02. Invalid transactions in the update process are spotted and the appropriate WP screens are retrieved; these screens are then written to the error file (DPA95D03) with a message explaining why they were considered invalid. Creates edit listing report file DPA95R00 for transmission to the user terminal to inform user of data entry/update results.
- DPA95D04 Takes print files from a report program and converts them to WP documents.

C. Report Programs and Report Definition Files

There will basically be two types of report program files which will be created. The first type of report program will be the customized programs which create the master permit profile, perform table lookup functions, and other report functions which cannot be the standard report utility. The second type of report program files will be report definition files which are utilized by the REPORT utility. Report definition files are read by the REPORT utility to specify the parameters for reports.

A-95 Project Notification and Review System

1. Report ProgramsProgram ID Functions

DPA95R00 Master user-exit program called by program REPORT to perform table lookup functions as required to convert codes for the A-95 application to text descriptions. The table lookup subroutines to be performed will be determined by the Report ID contained within the first data record passed by the REPORT program.

DPA95R01 Creates and prints Report DPA95R01, A-95 PNRS Profile of NOI/Applications Processed by State Clearinghouse. Performs necessary table-lookups to convert record codes into equivalent text descriptions as required. Accesses individual permit records based on State Clearinghouse number provided by the user.

DPA95R02 Creates and prints Report DPA95R02, A-95 PNRS Brief Profile of NOI/Applications processed by the State and Areawide Clearinghouse. Performs necessary table-lookups to convert record codes into equivalent text descriptions as required. Accesses individual permit records based on State Clearinghouse number provided by the user.

2. Report Definition Files

DPA95R00 Provides the user agency with a summary report on the file update transactions that occurred in the processing of the DPA95R03 program.

DPA95R01 Provides profile report for monitoring Project Conformance with the State Plan. It is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.

DPA95R02 Provides listing of NOI/Applications by Federal Funding Agency. The file is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.

- DPA95R03 Provides listing of NOI/Applications Pending Final State Clearinghouse Action. It generates a status REPORT for these pending permits. The file is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.
- DPA95R04 Provides listing of NOI/Applications Pending Final Areawide Clearinghouse Action. It generates a status REPORT for these pending permits. The file is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.
- DPA95R05 Provides listing of NOI/Applications Processed by Functional Category. The file is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.
- DPA95R06 Provides listing of Processing Times for NOI/Applications. The file is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.
- DPA95R07 Provides listing of NOI/Applications Pending Federal Action. The file is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.
- DPA95R08 Provides listing of Project Proposals by Program Category. The file is used by the REPORT utility in conjunction with DPA95R00, which is the USER-EXIT COBOL program for table lookup.

A variety of other standard reports will be provided through the combination of the REPORT utility, Report Definition file entries, and the user-exit program HCSMAR02. Report selection will be determined as user requests are made.

VIII. COMPUTER FILE SPECIFICATIONS

VIII. COMPUTER FILE SPECIFICATIONS

This section describes (a) the general system of file management used by HPASS and (b) the specific computer files which will be used for this application.

Detailed contents of each file will be found in control file listings found in Appendix D. Each report and data file within the H-PASS system will have a corresponding Control File entry, which provides a standardized means for describing data elements and the edit/validation criteria to be applied to each data element.

A. File and Library Management on the H-PASS

File Management

The purpose of this section is to outline the file management procedures and naming conventions to be used for the H-PASS system. The WANG system library utilities treat all data stored on the system as "files", whether the data is a source program, object program, data set, or other type of data. A formal system for assigning file identifications will be implemented for HPASS in order to properly manage the numerous files which will be created for HPASS applications.

File Naming Conventions - The VS file name may contain up to eight characters, the first of which must be an alpha character. After the first alpha character, the file name may include any combination of alphabetic and numeric characters except for special characters such as slashes and dashes.

Application Development Files

Application development files are those which are created for any of the H-PASS application programs. Generally, any of the H-PASS applications will require the creation of a number of different types of files for applications utilized by various agencies. The conventions for naming these files are as follows.

Agency Designation

The first two characters of a file will be utilized to denote the agency which enters and updates an H-PASS application (HPASS system files accessible by all agencies are identified by the characters "HP"). Although more than fourteen governmental units will be networked into the H-PASS system, the units fall within ten state and county agencies. These agencies and their application codes are listed below:

<u>NAME OF AGENCY</u>	<u>FILE CODE</u>
HPASS SYSTEM FILES	HP
STATE AGENCIES	
<u>Department of Planning and Economic Development</u>	DE
Coastal Zone Management Program	CZ
Department of Health	DH
Department of Transportation	DT
Department of Land and Natural Resources	DL
Office of Environmental Quality Control	OE
COUNTY AGENCIES	
Hawaii County Planning Department	HC
Maui County Planning Department	MC
Kauai County Planning Department	KC
City and County of Honolulu (DLU)	CC

Application Designation

Following the two characters for agency designation will be a three character identifier to denote the application type (acronyms will be used where possible). There are approximately seventeen applications which will be part of the H-PASS

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system. The names of these applications and identifiers are as follows:

<u>NAME OF H-PASS APPLICATION</u>	<u>APPLICATION CODE</u>
Special Management Area Permit (Four SMA Applications - 1 per county)	SMA
Federal Consistency	FED
Land Use Inventory (Three Land Use Inventories)	LUI
Capital Improvements Program	CIP
<u>A-95 Project Notification and Review System</u>	<u>A95</u>
Conservation District Use Application	CDU
Cultural Resource Information (Historic and Archaeological Sites) (Historic/Archeological Surveys) (Bibliography of Hawaiian Archaeology/History)	CRS
Zone of Mixing Permit	MIX
National Pollution Discharge Elimination System	NPD
Solid Waste	SOW
Sewage and Cesspools	SEW
Environmental Impact Statement	EIS
Land Use District Boundary Changes	LUD
H-PASS System-Level Application	SYS
H-PASS Message Processing System	MPS

File Type

Following the three characters which identify the H-PASS application of a particular agency, a one character code will be used to designate the file type. A number of different types of files (e.g. program, data, table, or screens) will be required for each HPASS application. Below is a table of the file types and their corresponding one-character codes.

<u>FILE TYPE</u>	<u>CODE</u>
Batch Files for Telecommunications	B
Control File	C
Data File	D
Menu	M
Executable Object Program	O
Report Definition File	R
Tables (Data Lookup Files)	T
Screens	S
Source Program (Cobol, RPG, BASIC, etc.)	P

File Number within File Type

The six characters described thus far are used to identify the agency responsible for maintenance of a particular data base, the name of the specific H-PASS application under development, and the type of file. The last two characters will be used to designate each specific file within the category of files described by the first 6 characters of the file identification field. Alphabetic characters may be used in the event that more than 99 unique files are required within a particular application file type.

In summary, the use of the above naming conventions will make the nature of a file easily recognizable to system users or programmers. The first two characters will represent the agency which is primarily responsible for the data entry/update of the data base. The next three characters will represent the name of the application. The sixth character will represent

the file type. And the last two characters are used to uniquely identify each separate file.

There may be special instances where the established conventions might be inadequate. In those cases, the files will be renamed as appropriate.

Classes of Files

There will generally be three classes of files for the H-PASS system. The first class of files are those which are systematically utilized by many H-PASS applications. The prefix for these files will be "HPSYS".

The second class of files will be labeled "HP---," where the --- will represent similar applications. These files will contain information which is utilized by multiple users of a particular application. An example of these are the Special Management Area Permits and land use inventories. These applications will have many shared programs and table lookup files (as of the present the A-95 PNRS does not use any of this class of files).

The third class of files are those which will be only utilized by a particular application. These programs and files will be labeled with the appropriate agency and application codes.

Library Management

The WANG VS system stores all files within libraries, and provides utilities for managing and listing library contents. The use of various classes of file libraries allows control over access to files and facilitates the separation of development activities from operational activities. The purpose of this section is to outline the library management procedures for the H-PASS system.

The VS library name may contain up to eight characters. As in the naming of files, the first of these eight characters must be an alpha character. After the first alpha character, the library name may include any set of alpha and numeric characters, excluding special characters such as slashes and dashes.

Application Development Libraries

Application development libraries are those which are created during the development phase of an H-PASS application. Each application will have its own library. The name of the library will be structured similar to the name of files, except for the last three characters. The first two characters, as in the name of files, will represent the agency which is responsible for data entry/update. The next three characters of the library name will represent the application. The last three characters of a library will be called DEV for development libraries. This is to designate the development versions of an application's files, which may differ from those released to production. In general, development libraries are used by HPASS programmers and systems developers, and users will not have access to these files.

Operational Libraries

When an application becomes operational, the last three characters of the library name will be changed to PRO. PRO stands for PRODUCTION MODE, and will represent the operational nature of the system. In general, no modifications to programs in the production library will be allowed. Program development and modifications will occur within the development library, and tested programs will be "released" (copied) to the production library.

B. Specific DPA95 Files

The files which will be used for the A-95 Project Notification & Review System are as follows:

1. Program Files

What follows is a list of the executable program (object) files which will be utilized in the execution of the A-95 permit application (source program files are not listed here). These files have been described in Section VI of this report.

<u>File ID</u>	<u>Type of File</u>	<u>File Description</u>
HPMPS001	Object-Program	Message Processor
DPA95001	Object-Program	Data Entry Backup (Interactive) Mode

DPA95002	Object-Program	Word Processor "Stripping Program"	Screen
DPA95003	Object-Program	Batch Update System using transaction records produced by DPA95002	
DPA95004	Object-Program	Convert A95 files VS-WP	

2. Data Files

What follows is a list of the data files which will be operated for the A95 process. There are basically three data files which will be needed. These files are described below.

<u>File ID</u>	<u>Type of File</u>	<u>File Description</u>
DPA95D01	Indexed	This file holds the most current A95 permit data. Reports will be created from this file.
DPA95D02	Consecutive	This is a temporary file which stores transactional data submitted by the County. It will be created as the output of DPA95002 (screen stripping program) & used as input to DPA95003 (data file Update program).
DPA95D03	Consecutive	This is a file which stores invalid screens as detected by DPA95002 and invalid transactions as detected in DPA95003 (data file Update program).

3. Control Files

What follows is a brief description of the control files which will be utilized in the DPA95 application. The control file is important because it defines and describes the A95 data files, and is used by the REPORT utility in generating reports.

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<u>File ID</u>	<u>Type of File</u>	<u>File Description</u>
DPA95CA1	Control	This control file describes the current (DPA95D01)
DPA95CA2	Control	This control file describes the transaction data file (DPA95D02)

Note: No control file is needed to describe DPA95D03 error file as it consists of numerous 80-byte one line records that, when taken together represent one Word Processor data screen.

<u>File ID</u>	<u>Type of File</u>	<u>File Description</u>
DPA95C01	Control	Control File Describes DPA95T01 Table File - RECEIVING FEDERAL AGENCY
DPA95C02	Control	Control File Describes DPA95T02 Table File - STANDARD REVIEWING AGENCIES AND STANDARD AGENCIES CONFERRED
DPA95C03	Control	Control File Describes DPA95T03 Table File - FUNCTIONAL CATEGORIES
DPA95C04	Control	Control File Describes DPA95T04 Table File - TYPES OF APPLICANTS
DPA95C05	Control	Control File Describes DPA95T05 Table File - TYPES OF ASSISTANCE BEING APPLIED FOR
DPA95C06	Control	Control File Describes DPA95T06 Table File - AREAS OF PROJECT IMPACT
DPA95C07	Control	Control File Describes DPA95T07 Table File - TYPES OF APPLICATIONS

DPA95C08	Control	Control File Describes DPA95T08 Table File - TYPES OF CHANGE REQUESTED BY APPLICANT
DPA95C09	Control	Control File Describes DPA95T09 Table File - FUND USE
DPA95C10	Control	Control File Describes DPA95T10 Table File - FINAL ACTION TAKEN BY STATE CLEARINGHOUSE
DPA95C11	Control	Control File Describes DPA95T11 Table File - FEDERAL ACTION TAKEN ON APPLICATION

4. Report Program Files

What follows is a list of the report program files. It should be noted that these report program files are executable object files which are generated by the REPORT utility. The REPORT utility, unfortunately, does not provide source listings. Thus, only those reports which are unique (i.e. cannot be generated by the REPORT utility) and the table lookup portions of the report program, will have source listings.

<u>File ID</u>	<u>Type of File</u>	<u>File Description</u>
DPA95RD0	Object-Program	MASTER TABLE LOOKUP USER EXIT
DPA95RD1	Object-Program	NOI/APPLICATIONS PROCESSED BY STATE CLEARINGHOUSE
DPA95RD2	Object-Program	NOI/APPLICATIONS PROCESSED BY STATE AND AREAWIDE CLEARINGHOUSE
DPA95RD0	Report Definition	FILE UPDATE SUMMARY REPORT
DPA95RD1	Report Definition	PROJECT CONFORMANCE WITH THE STATE PLAN
DPA95RD2	Report Definition	NOI/APPLICATIONS BY FEDERAL FUNDING AGENCIES

DPA95R03	Report Definition	NOI/APPLICATIONS PENDING FINAL STATE CLEARINGHOUSE ACTION
DPA95R04	Report Definition	NOI/APPLICATIONS PENDING FINAL AREAWIDE CLEARINGHOUSE ACTION
DPA95R05	Report Definition	NOI/APPLICATIONS PROCESSED BY FUNCTIONAL CATEGORY
DPA95R06	Report Definition	PROCESSING TIMES FOR NOI/APPLICATIONS
DPA95R07	Report Definition	NOI/APPLICATIONS PENDING FEDERAL ACTION
DPA95R08	Report Definition	PROJECT PROPOSALS BY PROGRAM CATEGORY

There will be many other special reports which have not yet been finalized among the user agencies. When those reports have been finalized, they will be added to this listing of report programs.

5. Table Files

What follows is a list of the tables files which will enable the use of the user-exit facility in the REPORT utility to place value labels in reports. This will minimize the amount of the "codes" in reports. The number of table files may be reduced for those tables with less than 9 values. In these cases, the values will be embedded within the appropriate programs.

1. HPASS A-95 Specific Table Files - DPA95

<u>File ID</u>	<u>Type of File</u>	<u>File Description</u>
DPA95T01	Indexed	RECEIVING FEDERAL AGENCIES
DPA95T02	Indexed	STANDARD REVIEWING AGENCIES & AGENCIES CONFERRED
DPA95T03	Consecutive	FUNCTIONAL CATEGORIES
DPA95T04	Consecutive	TYPES OF APPLICANTS
DPA95T05	Consecutive	TYPES OF ASSISTANCE BEING APPLIED FOR

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DPA95T06	Consecutive	AREAS OF PROJECT IMPACT
DPA95T07	Consecutive	TYPES OF APPLICATIONS
DPA95T08	Consecutive	TYPES OF CHANGE REQUESTED BY APPLICANT
DPA95T09	Consecutive	FUND USE
DPA95T10	Consecutive	FINAL ACTION TAKEN BY STATE CLEARINGHOUSE
DPA95T11	Consecutive	FEDERAL ACTION TAKEN ON APPLICATION

IX. DATA ACCESS AND SECURITY

IX. DATA ACCESS AND SECURITY

Control over access to data is an important issue in any multi-user system. The H-PASS data files will contain (a) data which will be available to anyone, (b) data which will be restricted to a group of users, and (c) data which will be restricted to a select few. To implement a system for data access and security, procedures for determining data access and security will be developed and implemented.

Data File Organization

Each of the applications which will be developed under the Hawaii Permit Application and Support System will have an independent data file. The organization of the data in independent files instead of a common or shared data base is provided for in this design to enhance security as well as speed up application development time.

Data Access

Data access and security procedures must be specified for each application, including specification of which users have access to the various classes of data and which users are authorized to update data in their files.

Data access arrangements shall be specified in a formal agreement between OPED and the H-PASS users to avoid user conflicts over data use. Restrictions on data access are contained in Section V.A which describes the output reports.

The categories of data access are as follows:

1. No Restrictions on Use: the data in here are available to all users without restrictions for reading.
2. Notification before Use: the data are available for use but the data donor requests notification and authorization before releasing data for use.
3. Restricted Use: access is restricted to only those who are authorized.

Security

In addition to considerations as to which users will be allowed access to data, there are the related considerations of controlling access to the system itself, to the use of various programs within the system, and control over the updating of data within the system files. This section describes the various types of security measures to be implemented on the Hawaii Permit Application Support System.

Password System

To use any terminal in H-PASS, a user will be required by the system to enter a valid password. The user password represents an initial barrier to an unauthorized user. Passwords will be maintained in a system file and printing of the password at a user terminal will be suppressed in order to maintain confidentiality of the password. It will be necessary to delete passwords upon termination of formally authorized users.

Security by Terminal Location

Access to H-PASS will be controlled to some extent by the limited number of terminals within the system and the physical control over access to the terminals.

In addition, the permissible types of access to programs and data will be specified for each terminal location. For example, an authorized user on a terminal located in Hawaii County would be permitted to update Hawaii County data files only.

Control of File Updating

The ability to alter file contents, referred to as write authorization, will be strictly controlled through the use of user passwords.

Remote Job Entry Mode of System Operation

The proposed remote job entry (RJE) mode of operation of user terminals limits the nature of possible interaction between the user and the main computer. The main computer will respond only to specified requests from a remote terminal, as opposed to an interactive mode of operation where a remote user could issue commands directly to the computer operating system.

Physical Data Security

To protect against loss of data through hardware or software problems, the contents of the system files will be periodically copied to magnetic tape or a removable disk. This procedure is known as a system backup. In the event of a system failure affecting the system files, the system files can be restored to the point at which the last backup was performed by re-loading from the backup tape or disk. Any data transmitted between the time of the system failure and the previous backup would be re-transmitted as necessary to fully restore the system files.

APPENDIX A: A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM
DATA DICTIONARY

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
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APP-A -1

Ref. Name	Data Element	Length of Field	Record of Location Data	Type of Action	Full Name	Description and Data Codes	Range/ Table Check	Key	Req'd	Source	Number of Updates
001	ACTYPE	01		Type of Action		Type of Action A = Application B = N.O.I.	Table	-	X	S/1424	0
002	CHNUMBER	06		A/N	Clearinghouse Number	Identification Number	Range	X	X	S/1-424	0
003	CHNDATE	06		N	Date Assigned	Date Clearinghouse Number Assigned	Range	-	X	S/1-424	0
004	APPNAME	30		A	Applicant Name	Name of Applicant	----	-	X	S/1-424	0
005	ORGLUNIT	30		A	Organizational Unit	Applicant's Organizational Unit	----	-	-	S/1-424	0
006	APPADDR	30		A/N	Street/P.O. Box	Applicant's Street Address	----	-	X	S/1-424	0
007	APPCITY	15		A	City	Applicant's City Name	----	-	X	S/1-424	0
008	APPCNTY	15		A	County	Applicant's County Name	----	-	X	S/1-424	0
009	APPZIP	05		N	Zip Code	Applicant's Zip Code	----	-	X	S/1-424	0
010	APPSTAT	02		A	State	Applicant's State Name NOTE: USE U.S. POSTAL SERVICE TWO LETTER CODE	----	-	X	S/1-424	0
011	CONTPERS	30		A	Contact Person	Name of Contact Person	----	-	X	S/1-424	0
012	CONTPHO	10		N	Telephone Number	Telephone Number of Contact Person	----	-	X	S/1-424	0
013	PROGND	05		N	Program Number	Number of Program Being Applied for	Range	X	X	S/1-424	0
014	PROGTITL	50		A	Program Title	Title of Program Being Applied for	----	-	X	S/1-424	0
015	PROJTITL	50		A	Project Title	Title of Applicant's Project	----	-	X	S/1-424	0
016	PROJDESC	50		A	Project Description	Narrative Description of Project NOTE: THIS ELEMENT OCCURS 4 TIMES.	----	-	X	S/1-424	0

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
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APP-A -2

Data Element Ref. Name	Length of Field	Type of Record Location Data	Full Name	Description and Data Codes	Range/ Table Check	Key	Req'd	Source	Number of Updates
017 APPLTYPE	01	A	Type of Applicant	Type of Applicant A = State B = Interstate C = Substate Dist. D = County E = City F = School Dist. G = Special Dist. H = Com. Action Ag. I = Higher Ed. Inst. J = Indian Tribe K = Other	Table	-	X	S/1-424	0
018 ASSTTYPE	01	A	Type of Assistance	Type of Assistance being Applied for A = Basic Grant B = Supp. Grant C = Loan D = Insurance E = Other	Table	-	X	S/1-424	0
019 ADDASST	01	A	Additional Assistance	Type of Assistance in Addition to (018) NOTE: USE SAME CODE AS (017)	Table	-	X	S/1-424	0
020 AREAIMPT	01	A	Area of Impact Project	Area Impacted by Proposed by Proposed Project A = Statewide B = C&C Honolulu C = Maui County D = Kauai County E = Hawaii County F = Fed. Reg. IX	Table	-	X	S/1-424	0
021 PERSHEN	08	N*	No. Persons Benefitting	Approximate Number of Persons Benefitting	Range	-	X	S/1-424	0
022 TYPEAPP	01	A	Type of Application	Type of Application A = New B = Renewal C = Revision D = Contin. E = Augment.	Table	-	X	S/1-424	0

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
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APP-A -3

Data Element Ref. Name	Length of Field	Type of Record Location	Full Name	Description and Data Codes	Range/ Table Check	Key	Req'd	Source	Number of Updates
023 CHNGTYP	01	A	Type of Change Requested by Applicant	Type of Change Being A = Inc. Dollar B = Dec. Dollar C = Inc. Duration D = Dec. Duration E = Cancel F = Other	Table	-	X	S/1-424	0
024 ADDCHNG1	01	A	Additional Change 1	Type of Change in Addition to 025 NOTE: USE SAME CODE AS (022)	Table	-	-	S/1-424	0
025 ADDCHNG2	01	A	Additional Change 2	Type of Change in Addition to 026 NOTE: USE SAME CODE AS (022)	Table	-	-	S/1-424	0
026 PROFED	08	N*	Proposed Federal Share	Proposed Federal Share of Funding	Range	-	X	S/1-424	0
027 PROAPP	08	N*	Proposed Applicant's Share	Proposed Applicant's Share	Range	-	-	S/1-424	0
028 PROSTATE	08	N*	Proposed State Share	Proposed State Share of Funding	Range	-	-	S/1-424	0
029 PROLOCAL	08	N*	Proposed Local Share	Proposed Local Share of Funding	Range	-	-	S/1-424	0
030 PROOTHER	08	A	Proposed Other Share	Proposed Share From Other Source	Range	-	-	S/1-424	0
031 PROJSTRT	06	N	Project Start Date	Estimated Date Project will Start	Range	-	X	S/1-424	0
032 PROJEND	06	N	Project End Date	Estimated Date Project will End	Range	-	X	S/1-424	0
033 SUBDATE	06	N	Submission Date	Estimated Date the Application will be Submitted	Range	-	X	S/1-424	0
034 RECFCED	01	A	Receiving Federal Agency	Federal Agency to be Receiving Application NOTE: SEE USER CODEBOOK FOR CODING	Table	-	X	S/1-424	0

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
DATA DICTIONARY FOR APPLICATION DESIGN DOCUMENT 3: A-95 PROJECT NOTIFICATION AND REVIEW PROCESS

APP-A -4

Data Element Ref. Name	Length of Field	Type of Record Location Data	Full Name	Description and Data Codes	Range/ Table Check	Key	Req'd	Source	Number of Updates
035 STFY1	02	N#	State Budget Period 1	State's First Budget Year of Contribution NOTE: THIS ELEMENT OCCURS THREE TIMES	Range	-	X	CH Form	0
036 STPCT1	03	N#	State Percentage 1	State's Percentage of Contribution, First Year NOTE: THIS ELEMENT OCCURS THREE TIMES	Range	-	-	CH Form	0
037 LDCFY1	02	N#	Local Budget Period 1	Local Grant's First Year of Contribution NOTE: THIS ELEMENT OCCURS THREE TIMES	Range	-	X	CH Form	0
038 LDCFY1	03	N#	Local Percentage 1	Local Percentage of Contribution NOTE: THIS ELEMENT OCCURS THREE TIMES	Range	-	X	CH Form	0
038 APPCONT1	23	A	Applicant Contacted Agency	Agencies Which the Applicant has Contacted NOTE: THIS ELEMENT OCCURS FOUR TIMES	----	-	-	CH Form	0
039 APPIDAG	23	A	Applicant Identified Agency	Agencies the Applicant Identifies as Having Potential Interest NOTE: THIS ELEMENT OCCURS FOUR TIMES	----	-	-	CH Form	0
040 FUNDUSE	01	A	Funds to be Used	Funds to be Used For: A = Planning B = Const. C = Program D = Staff E = Other	Table	-	X	CH Form	0
041 FUNCCAT	02	N	Functional Category	Functional Category NOTE: SEE USER CODEBOOK	Table	-	X	CH Staff	0
042 STREVAG	03	N	Standard Reviewing Agency	Standard Reviewing Agency NOTE: SEE USER CODEBOOK. THIS ELEMENT OCCURS 12 TIMES.	Table	-	-	CH Staff	1

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
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APP-A -5

Data Element Ref. Name	Length of Field	Type of Record Location Data	Full Name	Description and Data Codes	Range/ Table Check	Key	Req'd	Source	Number of Updates
043 REFDATE	06	N	Referral Date	Date on which Referral was Sent NOTE: THIS ELEMENT OCCURS 16 TIMES	Range	-	-	CH Staff	0
044 COMDATE	06	N	Comments Received Date	Date Comments Received NOTE: THIS ELEMENT OCCURS 16 TIMES	Range	-	-	CH Staff	0
045 CONEXP	01	A	Concern Expressed	Was Concern Expressed by Reveiwng Agency? N = No Y = Yes NOTE: THIS ELEMENT OCCURS 15 TIMES	Table	-	-	CH Staff	0
046 APPCONTC	06	N	Date Applicant Contacted	Date Applicant Notified of Concerns NOTE: THIS ELEMENT OCCURS 16 TIMES	Range	-	-	CH Staff	0
047 CONRESVD	01	A	Was Concern Resolved	Was the Concern Resolved? N = No Y = Yes NOTE: THIS ELEMENT OCCURS 16 TIMES	Table	-	-	CH Staff	0
048 CHNOTIFD	06	N	Date CH Notified	Date Clearinghouse Notified of Concern Resolution Results NOTE: THIS ELEMENT OCCURS 16 TIMES	Range	-	-	CH Staff	0
049 NSTREVAG	23	A	Non-Standard Reviewing Agency	Names of Non-Standard Reviewing Agency NOTE: THIS ELEMENT OCCURS 4 TIMES	----	-	-	CH Staff	0
050 STAGCONF	03	N	Standard Agency Conference	Standard Agency Conferred with to Resolve Concerns NOTE: SEE USER CODEBOOK. THIS ELEMENT OCCURS 4 TIMES.	Table	-	-	CH Staff	0
051 INICONF	06	N	Initial Conference Date	Date on which the Initial Conference was Held NOTE: THIS ELEMENT OCCURS 6 TIMES	Range	-	-	CH Staff	0

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
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APP-A -6

Data Element Ref. Name	Length of Field	Type of Record Location Data	Full Name	Description and Data Codes	Range/ Table Check	Key	Req'd	Source	Number of Updates
052 CONCONF1	06	N	Continued Conference Date 1	Date on which a Conference was Continued NOTE: THIS ELEMENT OCCURS 6 TIMES	Range	-	-	CH Staff	0
053 CONFRES0	01	A	Conference Resolved Concerns	Conference Resolved Concerns? Table N = No Y = Yes NOTE: THIS ELEMENT OCCURS 6 TIMES	Table	-	-	CH Staff	0
054 NSTACCON	23	A	Non-Standard Agency Conferences	Names of Non-Standard Agency Conferred With NOTE: THIS ELEMENT OCCURS 6 TIMES	----	-	-	CH Staff	0
055 NATURCON	50	A	Nature of Concerns	Nature of Concerns Expressed During Review NOTE: THIS ELEMENT OCCURS 4 TIMES	----	-	-	CH Staff	0
056 CHACTION	01	A	Clearinghouse Action	Final Action of the Hawaii Clearinghouse A = Pending B = Without Comments C = With Comments D = Waived E = Unfav. CH Comments F = Withdrawn	Table	-	X	S/1-424	0
057 CHACTDTE	06	N	Clearinghouse Action Date	Date on which the Clearinghouse takes Final Action	Range	-	X	S/1-424	0
058 FEDAGENCY	30	A	Federal Agency	Name of Federal Agency Acting on Application	----	-	X	S/2-424	0
059 FEDORGUT	30	A	Federal Organizational Unit	Organizational Unit of Federal Agency Receiving Application	----	-	X	S/2-424	0
060 ADMINOFF	30	A	Administrative Office	Administrative Office Receiving Application	----	-	X	S/2-424	0
061 DTEAPREC	06	N	Date Application Received	Date on which the Federal Agency Received the Application	Range	-	X	S/2-424	0

HAWAII PERMIT APPLICATION AND SUPPORT SYSTEM
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Data Element Ref. Name	Length of Field	Type of Record Location Data	Full Name	Description and Data Codes	Range/ Table Check	Key	Req'd	Source	Number of Updates
062 FEDACT	01	A	Federal Action Taken	Federal Action Taken on Application B = Awarded C = Rejected D = Return for Amendment E = Deferred F = Withdrawn	Table A = Pending	-	X	S/2-424	1
063 FEDAWD	08	N*	Federal Share Awarded	Amount of Federal Share Awarded	Range	-	X	S/2-424	0
064 APPAWD	08	N*	Applicant Share	Amount of Applicant Share Awarded	Range	-	X	S/2-424	0
065 STATAWD	08	N*	State Share	Amount of State Share Awarded	Range	-	X	S/2-424	0
066 LOCARD	08	N*	Local Share Awarded	Amount of Local Share	Range	-	X	S/2-424	0
067 OTHARD	08	N*	Other Share Awarded	Amount of Other Share	Range	-	X	S/2-424	0
068 TOTARD	09	N*	Total Project Budget	Amount of Total Budget	Range	-	X	S/2-424	0
069 FEDACTDT	06	N	Date of Federal Action	Date of Federal Action on Application	Range	-	X	S/2-424	0
070 FUNDSTRT	06	N	Starting Date for Funding	Date on Which Funding Begins	Range	-	X	S/2-424	0
071 FUNDEND	06	N	End Date for Funding	Date on Which Funding Ends	Range	-	X	S/2-424	0
72 FEDCONT	30	A	Federal Contact	Name of Federal Contact Person	----	-	-	S/2-424	0
73 FEDTEL	10	N	Federal Telephone	Telephone Number of Federal Contact Person	----	-	-	S/2-424	0

APPENDIX B: A-95 USER CODEBOOK

A-95 Project Notification & Review System

CODEBOOK FOR SCREENS

For Question 16. - RECEIVING FEDERAL AGENCY

A = DEPARTMENT OF AGRICULTURE
B = DEPARTMENT OF COMMERCE
C = DEPARTMENT OF DEFENSE
D = DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
E = DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
F = DEPARTMENT OF INTERIOR
G = DEPARTMENT OF JUSTICE
H = DEPARTMENT OF LABOR
I = DEPARTMENT OF TRANSPORTATION
J = NATIONAL SCIENCE FOUNDATION
K = COMMUNITY SERVICES ADMINISTRATION
L = VETERANS ADMINISTRATION
M = WATER RESOURCES COUNCIL
N = ENVIRONMENTAL PROTECTION AGENCY
O = ACTION
Z = OTHER

For Question 22 - STANDARD REVIEWING AGENCIES and Question 24 -
STANDARD AGENCIES CONFERRED.

State Departments

101 = Agriculture, Dept. of
102 = Budget & Finance, Dept. of
103 = Education, Dept. of
104 = Hawaiian Home Lands, Dept. of
105 = Health, Dept. of.
106 = Envir. Prot. & Health Svcs.
107 = Mental Health Svcs.
108 = State Health Plan & Development Agency
109 = State Planning & Advisory Council on Develop.
Disabilities
110 = Judiciary
111 = Labor & Indus. Rel, Dept. of
112 = Land & Natural Resources, Dept. of.
113 = Historic Preservation Program
114 = Personnel Services, Dept. of
115 = Planning & Economic Development, Dept. of.
116 = Social Services & Housing, Dept. of
117 = Hawaii Housing Authority
118 = Public Welfare
119 = Corrections
120 = Vocational Rehabilitation

A-95 Project Notification & Review System

- 121 = Transportation, Dept. of
- 122 = University of Hawaii
- 123 = Office of State Director for Vocational Education

Office of the Governor

- 201 = Aging, Executive Office on
- 202 = Children & Youth, Office of
- 203 = Eco. Opportunity, Hi. Off. of
- 204 = Environmental Quality Control; Off. of
- 205 = Handicapped, Commission on Employment of the
- 206 = Housing & Construction Indus; Council of
- 207 = Attorney General

County AgenciesCity & County of Honolulu

- 301 = Office of the Mayor
- 302 = Planning Department
- 303 = Department of Public Works
- 304 = Police Department
- 305 = Fire Department
- 306 = Department of Parks & Recreation
- 307 = Department of Water Supply
- 308 = Office of Human Resources
- 309 = Department of Land Utilization
- 310 = Department of Transportation

County of Hawaii

- 401 = Office of the Mayor
- 402 = Planning Department
- 403 = Department of Public Works
- 404 = Police Department
- 405 = Fire Department
- 406 = Department of Parks & Recreation
- 407 = Department of Water Supply

County of Kauai

- 501 = Office of the Mayor
- 502 = Planning Department
- 503 = Department of Public Works
- 504 = Police Department
- 505 = Fire Department
- 506 = Department of Parks & Recreation
- 507 = Department of Water Supply

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/B-3

County of Maui

601 = Office of the Mayor

Federal Agencies

701 = Federal Aviation Agency

FUNCTIONAL INDEX

- 1 = AGRICULTURE
- 2 = BUSINESS AND COMMERCE
- 3 = CONSUMER PROTECTION
- 4 = CULTURAL AFFAIRS
- 5 = DISASTER PREVENTION AND RELIEF
- 6 = EDUCATION
- 7 = EMPLOYMENT, LABOR, AND TRAINING
- 8 = ENERGY
- 9 = ENVIRONMENTAL QUALITY
- 10 = FOOD AND NUTRITION
- 11 = HEALTH
- 12 = HOUSING
- 13 = INCOME SECURITY AND SOCIAL SERVICES
- 14 = INFORMATION AND STATISTICS
- 15 = LAW, JUSTICE, AND LEGAL SERVICES
- 16 = NATURAL RESOURCES
- 17 = REGIONAL DEVELOPMENT
- 18 = SCIENCE AND TECHNOLOGY
- 19 = TRANSPORTATION

APPENDIX C: A-95 APPLICATION FORMS

- A. STANDARD FORM 424
- B. SUPPLEMENTAL CLEARINGHOUSE FORM
- C. FUNCTIONAL CATEGORIES OF PROGRAMS
REQUIRING CLEARINGHOUSE REVIEW
- D. A-95 PROCEDURES MANUAL

A. STANDARD FORM 424

FEDERAL ASSISTANCE

1. TYPE OF ACTION
☐ PREAPPLICATION
☐ APPLICATION
(Mark appropriate box)
☐ NOTIFICATION OF INTENT (Opl)
☐ REPORT OF FEDERAL ACTION

2. APPLICANT'S APPLICATION

3. DATE
Year month day
19

4. STATE APPLICATION IDENTIFIER

5. DATE
Year month day
ASSIGNED 19

Leave Hawaii CH ☐ With comments ☐ Waived
Blank Action taken ☐ W/O comments ☐ Unfavorable CH Official Sig. Date

4. LEGAL APPLICANT/RECIPIENT

a. Applicant Name :
b. Organization Unit :
c. Street/P.O. Box :
d. City :
e. State :
f. Contact Person (Name & telephone No.) :

a. County :
g. ZIP Code :

5. FEDERAL EMPLOYER IDENTIFICATION NO.

6. PROGRAM
(From Federal Catalog)

a. NUMBER
b. TITLE

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT

8. TYPE OF APPLICANT/RECIPIENT

A-State
B-Interstate
C-Substate
D-County
E-City
F-School District
G-Special Purpose District
H-Community Action Agency
I-Higher Educational Institution
J-Indian Tribe
K-Other (Specify):
Enter appropriate letter ☐

9. TYPE OF ASSISTANCE

A-Basis Grant
B-Supplemental Grant
C-Loan
D-Insurance
E-Other
Enter appropriate letter(s) ☐

10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.)

11. ESTIMATED NUMBER OF PERSONS BENEFITING

12. TYPE OF APPLICATION

A-New
B-Renewal
C-Revision
D-Continuation
E-Amendment
Enter appropriate letter ☐

13. PROPOSED FUNDING

a. FEDERAL \$.00
b. APPLICANT .00
c. STATE .00
d. LOCAL .00
e. OTHER .00
f. TOTAL \$.00

14. CONGRESSIONAL DISTRICTS OF:

a. APPLICANT

b. PROJECT

16. PROJECT START DATE Year month day
19

17. PROJECT DURATION Months

18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year month day
19

15. TYPE OF CHANGE (For 12a or 12b)

A-Increase Dollars
B-Decrease Dollars
C-Increase Duration
D-Decrease Duration
E-Cancellation
F-Other (Specify):
Enter appropriate letter(s) ☐

19. EXISTING FEDERAL IDENTIFICATION NUMBER

20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code)

21. REMARKS ADDED

☐ Yes ☐ No

22. THE APPLICANT CERTIFIES THAT:

a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

b. If required by OMB Circular A-95 this application was submitted, pursuant to the instructions therein, to appropriate clearinghouses and all responses are attached.

(1)
(2)
(3)

☐
☐
☐

☐
☐
☐

23. CERTIFYING REPRESENTATIVE

a. TYPED NAME AND TITLE

b. SIGNATURE

c. DATE SIGNED
Year month day
19

24. AGENCY NAME

25. APPLICATION RECEIVED Year month day
19

26. ORGANIZATIONAL UNIT

27. ADMINISTRATIVE OFFICE

28. FEDERAL APPLICATION IDENTIFICATION

29. ADDRESS

30. FEDERAL GRANT IDENTIFICATION

31. ACTION TAKEN

☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. DEFERRED
☐ e. WITHDRAWN

32. FUNDING

a. FEDERAL \$.00
b. APPLICANT .00
c. STATE .00
d. LOCAL .00
e. OTHER .00
f. TOTAL \$.00

33. ACTION DATE Year month day
19

34. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

34. STARTING DATE Year month day
19

35. ENDING DATE Year month day
19

37. REMARKS ADDED

☐ Yes ☐ No

38. FEDERAL AGENCY A-95 ACTION

a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part I, OMB Circular A-95, it has been or is being made.

b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)

SECTION I—APPLICANT/RECIPIENT DATA

SECTION II—CERTIFICATION

SECTION III—FEDERAL AGENCY ACTION

SECTION IV—REMARKS (Please reference the proper item number from Sections I, II or III, if applicable)

B. SUPPLEMENTAL CLEARINGHOUSE FORM

CLEARINGHOUSE FORM

Notification of Intent to Apply
for Federal Assistance

1. Project Title _____

Clearinghouse Use Only

2. Estimated Costs and Sources of Funding

A. State Agency Contribution:

Name of Agency _____

In Kind \$ _____

Cash \$ _____

B. Local Government Unit Contribution _____

Name of Agency _____

In Kind \$ _____

Cash \$ _____

C. Other Non-Federal Contribution

Source _____

In Kind \$ _____

Cash \$ _____

D. Federal Grant-in-Aid funds to be requested

\$ _____

Federal Loans to be requested

\$ _____

E. Total estimated cost

\$ _____

F. Budget periods and percentage for State and local government contributions

State FY _____ % _____

FY _____ % _____

FY _____ % _____

Local FY _____ % _____

FY _____ % _____

FY _____ % _____

3. A. If any State agency or local government unit has been contacted or has furnished information relative to the proposed project, list individual staff members contacted and agencies they represent.

B. List any other State or local agencies which you believe might have an interest in or be affected by the proposed project.

4. A. Narrative description of the proposed project to indicate project relationship to State and County General Plans, functional plans, development plans, programs and policies:

B. What are the anticipated benefits of this project? Target beneficiaries?

C. Anticipated project period: - From _____ To _____
Funds are for:
Planning _____ Construction _____ Program _____ Staff _____ Other _____

Name and title of authorizing official (print or type)

Signature

Date

C. FUNCTIONAL CATEGORIES OF PROGRAMS
REQUIRING CLEARINGHOUSE REVIEW

APPENDIX C: A-95 APPLICATION FORMS

- A. STANDARD FORM 424
- B. SUPPLEMENTAL CLEARINGHOUSE FORM

DESIGN DOCUMENT

APP/C-1

A-95 Project Notification & Review System

FUNCTIONAL CATEGORIES OF PROGRAMS
REQUIRING CLEARINGHOUSE REVIEW

		Functional Category	CZM	Parts I III
<u>DEPARTMENT OF AGRICULTURE</u>				
10.405	Farm Labor Housing Loans and Grants	2,11,12,16		X
10.409	Irrigation, Draining, and Other Soil and Water Conservation Loans	1,5,16	X	X
10.410	Low to Moderate Income Housing Loans	2,12		X
10.411	Rural Housing Site Loans	2,12,16		X
10.414	Resource Conservation and Development Loans	1,2,16	X	X
10.415	Rural Rental Housing Loans	2,12,16		X
10.418	Water and Waste Disposal Systems for Rural Communities	2,5,9,16	X	X
10.419	Watershed Protection and Flood Prevention Loans	5,9,16	X	X
10.420	Rural Self-Help Housing Technical Assistance	2,12	X	
10.422	Business and Industrial Loans	2,7		X
10.423	Community Facilities Loans	2,5,6,11,19		X
10.424	Industrial Development Grants	2,7,9,16		X
10.426	Area Development Assistance Planning Grants	2,7,19		X
10.551	Food Stamps	10,13		X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-2

		Functional Category	CZM	Parts I III
10.553	School Breakfast Program	10,13		X
10.554	Equipment Assistance for School Food Service Programs	6,10		X
10.555	National School Lunch Program	10,13		X
10.556	Special Milk Program for Children	10,13		X
10.557	Special Supplemental Food Program for Women, Infants, and Children	10,13		X
10.558	Child Care Food Program	10,13		X
10.559	Summer Food Service Program for Children	10,13		X
10.560	State Administrative Expenses for Child Nutrition	10		X
10.561	State Administrative Matching Grants for Food Stamp Program	10		X
10.563	Nutrition Education Experimental or Demonstration Projects	10.13		X
10.564	Nutrition Education and Training Program	6,10		X
10.655	Assistance to States for Tree Improvement			X
10.656	Cooperative Forest Fire Control			X
10.657	Cooperation in Forest Management and Processing			X
10.658	Cooperative Forest Insect and Disease Management			X
10.659	Cooperative Production and Distribution of Forest Tree Planting Stock			X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-3

		Functional Category	CZM	Parts I III	
10.660	General Forestry Assistance			X	
10.662	Rural Community Fire Protection			X	
10.664	Cooperative Forestry Assistance	1		X	
10.901	Resource Conservation and Development	1,2,5,9,16	X	X	
10.904	Watershed Protection and Flood Prevention	2,5,16	X	X	
<u>DEPARTMENT OF COMMERCE</u>					
11.300	Economic Development--Grants and Loans for Public Works and Development Facilities	2,5,6,7,9, 11,16,19	X	X	
11.302	Economic Development--Support for Planning Organizations	2,7		X	
11.303	Economic Development--Technical Assistance	2,7,14	X	X	
11.304	Economic Development--Public Works Impact Projects	2,5,7,11, 16,19	X	X	
11.305	Economic Development--State and Local Economic Development Planning	2,7		X	
11.306	Economic Development--District Operational Assistance	2,7,14		X	
11.307	Economic Development--Special Economic Development and Adjustment Assistance Program	2,7,16,19		X	
11.308	Grants to States for Supplemental and Basic Funding of Titles I, II, III, IV, and IX Activities	2,5,6,7,19		X	X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-4

		Functional Category	CZM	Parts I III	
11.405	Andromous and Great Lakes Fisheries Conservation	2,16		X	
11.407	Commercial Fisheries Research and and Development	2,16	X	X	
11.418	Coastal Zone Management Program Development	1,2,16	X	X	
11.419	Coastal Zone Management Program Administration	1,2,16		X	
11.420	Coastal Zone Management Estuarine Sanctuaries	2,16		X	
11.421	Coastal Energy Impact Program-- Formula Grants	2,5,9,11,16 19		X	
11.422	Coastal Energy Impact Program-- Planning Grants	2,8,11,12		X	
11.423	Coastal Energy Impact Program-- Loans and Guarantees	2,6,9,11, 12,16,19		X	
11.424	Coastal Energy Impact Program-- Environmental Grants	2,9,16		X	
<u>DEPARTMENT OF DEFENSE</u>					
12.110	Planning Assistance to States	1,2,16			X
12.315	Civil Defense--State and Local Management	5			X
<u>DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE</u>					
13.210	Comprehensive Public Health Services-- 11 Formula Grants			X	X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-5

		Functional Category	CZM	Parts I III
13.211	Crippled Children's Services	11,13		X X
13.217	Family Planning Projects	11,13		X
13.220	Medical Facilities Construction-- Formula Grants			X X
13.224	Community Health Centers	11		X
13.232	Maternal and Child Health Services	6,11,13		X X
13.235	Drug Abuse Community Service Programs	11		X
13.237	Mental Health--Hospital Improvement Grants			X
13.246	Migrant Health Grants	9,11,13		X
13.252	Alcohol Treatment and Rehabilitation/ Occupational Alcoholism Services Programs	11,13		X
13.253	Medical Facilities Construction-- Loans and Loan Guarantees	11		X X
13.254	Drug Abuse Demonstration Programs	6,7,11,13,15		X
13.256	Health Maintenance Organization Development	11,13		X
13.257	Alcohol Formula Grants	11,13		X
13.259	Mental Health--Children's Services			X
13.260	Family Planning Services-- Training Grants and Contracts	6,11,13		X
13.266	Childhood Lead-Based Paint Poisoning Control	11,13		X
13.267	Urban Rat Control	9,11,13		X

DESIGN DOCUMENT

A-95 Project Notification & Review System

APP/C-6

		Functional Category	CZM	Parts I III	
13.268	Disease Control--Project Grants	11,13		X	
13.269	Drug Abuse Prevention Formula Grants	11,13,15			X
13.275	Drug Abuse Education Programs	6,11,13		X	
13.284	Emergency Medical Services	3,5,11,13		X	
13.287	Grants for Training in Emergency Medical Services	5,6		X	
13.290	Special Alcoholism Projects to Implement the Uniform Act	11,13		X	
13.292	Sudden Infant Death Syndrome Information and Counseling Program	6,11,13		X	
13.293	State Health Planning and Development Agencies	11		X	
13.294	Health Planning--Health Systems Agencies	11		X	X
13.295	Community Mental Health Centers-- Comprehensive Services Support	2,11,13		X	X
13.296	Comprehensive Hemophilia Diagnostic and Treatment Centers	6,11		X	
13.392	Cancer-Construction	6,11		X	
13.400	Adult Education--Grants to States	6,7		X	X
13.427	Educationally Deprived Children-- Handicapped	6,11		X	
13.428	Educationally Deprived Children-- Local Educational Agencies	6		X	
13.429	Educationally Deprived Children-- Migrants	6,11,13		X	X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-7

		Functional Category	CZM	Parts I III
13.433	Follow Through	6,13		X
13.449	Handicapped Preschool and School Programs	6		X
13.464	Library Services and Construction Act	6,14		X X
13.465	Library Services--Interlibrary Cooperation	6,14		X X
13.477	School Assistance in Federally Affected Areas--Construction	5,6		X
13.491	University Community Service--Grants to States	2,6		X
13.493	Vocational Education--Basic Grants to States	6		X X
13.494	Vocational Education--Consumer and Homemaking	3,6,10		X X
13.495	Vocational Education--Program Improvement and Supportive Services	6		X X
13.499	Vocational Education--Special Needs	6,13		X X
13.522	Environmental Education	6,9		X
13.557	University Community Service-- Special Programs	6,9		X
13.570	Libraries and Learning Resources	6		X
13.572	Assistance to States for State Equalization Plans			X
13.577	Guidance, Counseling and Testing in Elementary/Secondary Schools			X

DESIGN DOCUMENT

A-95 Project Notification & Review System

APP/C-8

		Functional Category	CZM	Parts I III	
13.585	Educational Information Centers	6		X	X
13.589	Emergency School Aid--Magnet Schools, University/Business Cooperation	6		X	
13.590	Emergency School Aid--Neutral Site Planning			X	
13.600	Administration for Children, Youth and Families Head Start	6,11,13		X	
13.612	Native American Programs	2,7,11,13		X	
13.623	Administration for Children Youth and Families--Runaway Youth	13		X	
13.624	Rehabilitation Services and Facilities--Basic Support	7,11,3		X	X
13.626	Rehabilitation Services and Facilities--Special Projects	6,7,11,13		X	
13.628	Child Abuse and Neglect Prevention and Treatment	6,11,13		X	
13.630	Developmental Disabilities Basic Support	6,7,11,13	X	X	
13.631	Development Disabilities--Special Projects	2,6,7,11,13		X	
13.633	Special Programs for the Aging--State Agency Activities and Area Planning and Social Service Programs	11,13		X	X
13.634	Special Programs for the Aging Title III Section 308 Model Projects on Aging	11,13,15		X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-9

		Functional Category	CZM	Parts I III	
13.635	Speical Programs for the Aging-- Nutrition Program for the Elderly	10,11,13		X	X
13.637	Speical Programs for the Aging-- Training	6,13		X	
13.638	Special Programs for the Aging-- Multidisciplinary Centers of Gerontology	6,11,13		X	
13.642	Social Services for Low Income and Public Assistance Recipients	13			X
13.644	Public Assistance Training Grants-- Title XX	6,7,13			X
13.645	Child Welfare Services	13			X
13.646	Work Incentives Program--Child Care-- Employment Related Supportive Services	7,13			X
13.649	Rehabilitation Services and Facilities--Innovation and Expansion	6,7,13		X	X
13.676	Surplus Property Utilization	2,5,6,11		X	
13.679	Child Support Enforcement	13			X
13.714	Medical Assistance Program	11,13			X
13.775	State Medicaid Fraud Control Unit	13,15			X
13.808	Assistance Payments--Maintenance Assistance (State Aid)	13			X
13.810	Assistance Payments--State and Local	6,11,13			X
13.823	Health Underserved Research and Demonstration Projects	11		X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-10

		Functional Category	CZM	Parts I III
13.882	Hypertension Program	11		X
13.887	Medical Facilities Construction-- Project Grants	11		X
13.888	Home Health Services Grant Program	6,11		X
13.891	Alcohol Research Center Grants	11		X
13.898	Alcoholism Demonstration/Evaluation	11		X
13.899	Alcohol Abuse and Alcoholism Prevention Demonstration	11		X
13.965	Coal Miners Respiratory Impairment Treatment Clinics and Services	11		X X

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

14.001	Flood Insurance	2,5,12		X
14.103	Interest Reduction Payments--Rental and Cooperative Housing for Lower Income Families	12		X
14.105	Interest Reduction--Homes for Lower Income Families	12		X
14.112	Mortgage Insurance--Construction or Rehabilitation of Condominium Projects	12		X
14.115	Mortgage Insurance--Development of Sales--Type Cooperative Projects	12		X
14.116	Mortgage Insurance--Group Practice Facilities	11,12		X
14.117	Mortgage Insurance--Homes	12		X
14.118	Mortgage Insurance--Homes for Certified Veterans	12		X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-11

		Functional Category	CZM	Parts I III
14.119	Mortgage Insurance--Homes for Disaster Victims	5,12		X
14.120	Mortgage Insurance--Homes for Low and Moderate Income Families	12		X
14.121	Mortgage Insurance--Homes in Outlying Areas	12		X
14.122	Mortgage Insurance--Home in Urban Renewal Areas	12		X
14.124	Mortgage Insurance--Investor Sponsored Cooperative Housing	12		X
14.125	Mortgage Insurance--Land Development and New Communities	2,12,16,19		X
14.126	Mortgage Insurance--Management Type Cooperative Projects	12		X
14.127	Mortgage Insurance--Mobile Home Parks	12		X
14.128	Mortgage Insurance--Hospitals	11		X
14.129	Mortgage Insurance--Nursing Homes and Intermediate Care Facilities	11		X
14.134	Mortgage Insurance--Rental Housing	12		X
14.135	Mortgage Insurance--Rental Housing for Moderate Income Families	12		X
14.137	Mortgage Insurance--Rental Housing for Low and Moderate Income Families, Market Interest Rate	12		X
14.138	Mortgage Insurance--Rental Housing for the Elderly	12		X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-12

		Functional Category	CZM	Parts I III	
14.139	Mortgage Insurance--Rental Housing in Urban Renewal Areas	5,12		X	
14.141	Nonprofit Housing Sponsor Loans-- Planning Projects for Low and Moderate Income Families	12		X	
14.146	Low Income Housing--Assistance Program (Public Housing)	12		X	
14.149	Rent Supplements--Rental Housing for Lower Income Families	12		X	
14.154	Mortgage Insurance--Experimental Rental Housing	12		X	
14.156	Lower-Income Housing Assistance Program	12		X	
14.157	Housing for the Elderly and Handicapped	12		X	
14.159	Section 245 Graduate Payment Mortgage Program	12		X	
14.161	Single-Family Home Mortgage Coinsurance	12		X	
14.203	Comprehensive Planning Assistance	2,11,12	X	X	
14.207	New Communities--Loan Guarantees	2,12,16,19	X	X	
14.218	Community Development Block Grants/ Entitlement Grants	2,9,11,12, 16		X	
14.219	Community Development Block Grants/ Discretionary Grants	2,5,9,11, 12,16		X	
14.221	Urban Development Action Grants	2,12	X	X	X
14.702	State Disaster Preparedness Grants	2,5,12,13	X	X	X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-13

		Functional Category	CZM	Parts I III	
<u>DEPARTMENT OF THE INTERIOR</u>					
15.130	Indian Education--Assistance to Schools	2,6		X	
15.250	Regulation of Surface Coal Mining and and Surface Effects of Underground Coal Mining	15		X	X
15.400	Outdoor Recreation--Acquisition, Development and Planning	2,16,19	X	X	X
15.411	Historic Preservation	2		X	X
15.416	National Register of Historic Places	2,6			X
15.501	Irrigation Distribution System Loans	2,16	X	X	
15.503	Small Reclamation Projects	2,5,16	X	X	
15.600	Andromous Fish Conservation	2,16	X	X	
15.605	Fish Restoration	2,16	X	X	
15.611	Wildlife Restoration	2,16	X	X	
15.612	Endangered Species Conservation	16		X	
15.613	Marine Mammal Grant Program	14,16		X	X
15.904			X	X	
<u>DEPARTMENT OF JUSTICE</u>					
16.500	Law Enforcement Assistance-- Comprehensive Planning Grants	13,15		X	
16.501	Law Enforcement Assistance-- Discretionary Grants	13,15		X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-14

		Functional Category	CZM	Parts I III	
16.502	Law Enforcement Assistance-- Improving and Strengthening Law Enforcement and Criminal Justice	13,15		X	X
16.515	Criminal Justice Systems Development	13,15		X	
16.516	Juvenile Justice and Delinquency Prevention--Allocation to States	15		X	X
16.517	Juvenile Justice and Prevention-- Special Emphasis Prevention and Treatment Programs	2,13,15			X
16.519	Law Enforcement Assistance Administration--Office of Community Anti-Crime Programs	2,13,15		X	
16.521	Crime Prevention--Mobilization of Public and Non-Public Resources	15		X	
16.522	Privacy and Security of Criminal Justice Systems	15		X	
<u>DEPARTMENT OF LABOR</u>					
17.207	Employment Service	7,13			X
17.211	Job Corps	6,7,13		X	
17.225	Unemployment Insurance--Grants to States	7			X
17.230	Migrant and Seasonal Farm Workers	7,11		X	
17.232	Comprehensive Employment and Training Program	6,7,13		X	X
17.235	Senior Community Service Employment Program	7,13		X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-15

		Functional Category	CZM	Parts I III	
17.239	Youth Community Conservation Improvement Program			X	X
17.240	Youth Employment and Training			X	
17.242	Summer Programs for Economically Disadvantaged Youth			X	X
17.600	Coal Mine Health and Safety Grants	11		X	
<u>DEPARTMENT OF TRANSPORTATION</u>					
20.004	Boating Safety--Financial Assistance	2,3,7,11,19			X
20.102	Airport Development Aid Program	2,19	X	X	
20.103	Airport Planning Grant Program	19	X	X	
20.205	Highway Research, Planning, and Construction	5,19	X	X	
20.214	Highway Beautification--Control of Outdoor Advertising, Control of Junkyards	3,7,19		X	
20.303	Grants-in-Aid for Railroad Safety-- State Participation	19			X
20.308	Local Rail Service Assistance-- National Program	2,19			X
20.309	Railroad Rehabilitation and Improvement--Guarantee of Obligations	2,19	X	X	X
20.500	Urban Mass Transportation Capital Improvement Grants	2,19	X	X	
20.501	Urban Mass Transportation Capital Improvement Loans	2,19	X	X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-16

		Functional Category	CZM	Parts I III
20.505	Urban Mass Transportation Technical Studies Grants	19	X	X
20.506	Urban Mass Transportation Demonstration Grants	2,19	X	
20.507	Urban Mass Transportation Capital and Operating Assistance Formula Grants (Capital Grants only)	2,19		X
20.600	State and Community Highway Safety	3,5,13,14,19		X
20.700	Gas Pipeline Safety	11		X

APPALACHIAN REGIONAL COMMISSION

23.002	Appalachian Supplements to Federal Grant-in-Aid (Community Development)	17		X
23.003	Appalachian Development Highway System	17		X
23.004	Appalachian Health Programs	10,11,17		X
23.005	Appalachian Housing Planning Loan and State Development and Off-Site Improvement Grant: State Appalachian Housing Programs	17		X
23.008	Appalachian Local Access Roads	17		X
23.009	Appalachian Local Development District Assistance	17		X
23.010	Appalachian Mine Area Restoration	17		X
23.011	Appalachian State Research, Technical Assistance and Demonstration Projects	17		X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-17

		Functional Category	CZM	Parts I III	
23.012	Appalachian Vocational and Other Education Facilities and Operations	17		X	
23.013	Appalachian Child Development	11,13,17		X	
23.017	Appalachian Special Transportation Related Planning, Research and Demonstration Program	17		X	
<u>COASTAL PLAINS REGIONAL COMMISSION</u>					
28.002	Coastal Plains Technical and Planning Assistance	17		X	
28.003	Coastal Plains Supplements to Federal Grant-in-Aid	17		X	
28.004	Coastal Plains Regional Transportation	17		X	
28.005	Coastal Plains Energy Demonstration Projects and Programs	17		X	
28.007	Coastal Plains Health and Nutrition Demonstration Projects	17		X	
28.008	Coastal Plans Education Demonstration Projects	17		X	
<u>FOUR CORNERS REGIONAL COMMISSION</u>					
38.002	Four Corners Technical and Planning Assistance	17		X	
38.003	Four Corners Supplements to Federal Grant-in-Aid	17		X	
38.004	Four Corners Regional Transportation	17		X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-18

		Functional Category	CZM	Parts I III
38.005	Four Corners Energy Demonstration Projects and Programs	17		X
38.007	Four Corners Health and Nutrition Demonstration Projects	17		X
<u>NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES</u>				
45.007	Promotion of the Arts--Federal-- State Partnership	4,6		X
<u>NATIONAL SCIENCE FOUNDATION</u>				
47.036	Intergovernmental Programs	6,11	X	X
<u>NEW ENGLAND REGIONAL COMMISSION</u>				
48.002	New England Technical and Planning Assistance	10,11,17		X
48.003	New England Supplements to Federal Grant-in-Aid	17		X
48.004	New England Regional Transportation	17		X
48.005	New England Energy Demonstration Projects and Programs	17		X
<u>COMMUNITY SERVICES ADMINISTRATION</u>				
49.002	Community Action	2,3,6,7,11,13		X
49.005	Community Food and Nutrition	2,10,11,13		X
49.010	Older Persons Opportunities and Services	2,3,7,11,13		X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-19

		Functional Category	CZM	Parts I III
49.011	Community Economic Development	2,7		X
49.013	State Economic Opportunity Offices	2,7		X
49.014	Emergency Energy Conservation Services	3,8,12,13,19		X
49.015	Summer Youth Recreation	2,11		X
<u>OZARKS REGIONAL COMMISSION</u>				
52.002	Ozarks Technical and Planning Assistance	11,17		X
52.003	Ozarks Supplements to Federal Grant-in-Aid	17		X
52.004	Ozarks Regional Transportation	17		X
52.005	Ozarks Energy Demonstration Projects and Programs	17		X
52.007	Ozarks Health and Nutrition Demonstration Projects	17		X
<u>UPPER GREAT LAKES REGIONAL COMMISSION</u>				
63.002	Upper Great Lakes Technical and Planning Assistance	11,17		X
63.003	Upper Great Lakes Supplements to Grant-in-Aid	17		X
63.004	Upper Great Lakes Regional Transportation	17		X
63.005	Upper Great Lakes Energy Demonstration Projects and Programs	17		X
63.006	Upper Great Lakes Indigenous Arts and Crafts Demonstration Projects	4,6,17		X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-20

		Functional Category	CZM	Parts I III	
63.007	Upper Great Lakes Health and Nutrition Demonstration Projects	17		X	
63.008	Upper Great Lakes Education Demonstration Projects	6,17		X	
<u>VETERANS ADMINISTRATION</u>					
64.005	Grants to States for Construction of State Home Facilities			X	
64.114	Veterans Housing--Guaranteed and Insured Loans	12		X	
<u>WATER RESOURCES COUNCIL</u>					
65.001	Water Resources Planning	2,9	X	X	
<u>ENVIRONMENTAL PROTECTION AGENCY</u>					
66.001	Air Pollution Control Program Grants	9	X	X	X
66.031	Quiet Communities--State and Local Capacity Building Assistance	9		X	
66.418	Construction Grants for Wastewater Treatment Works	2,9,11		X	
66.419	Water Pollution Control--State and Interstate Program Grants	9		X	X
66.420	Water Pollution Control--State and Local Manpower Program Development	9		X	
66.426	Water Pollution Control--State and Areawide Water Quality Management Planning Agency	9		X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-21

		Functional Category	CZM	Parts I	III
66.432	State Public Water System Supervision Program Grants	9,16		X	X
66.433	State Underground Water Source Protection Program Grants	9,16	X	X	
66.434	Safe Drinking Water State and Local Program Development Grants			X	X
66.435	Water Pollution Control--Lake Restoration Demonstration Grants	9,16		X	
66.438	Construction Management Assistance Grants	2,7,9,11 16		X	
66.451	Solid and Hazardous Waste Management Program Support Grants	9		X	X
66.452	Solid Waste Management Demonstration Grants	9		X	
66.505	Water Pollution Control--Research, Development, and Demonstration Grants	9,16	X	X	
66.506	Safe Drinking Water Research and Development Grants	9,11,16		X	
66.600	Environmental Protection Consolidated Grants--Program Support	9		X	X
66.602	Environmental Protection Consolidated Grants--Special Purpose	9		X	
66.700	Pesticides Enforcement Program Grants	9		X	
66.800	State Toxic Substances Control Projects	9,11,15		X	

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-22

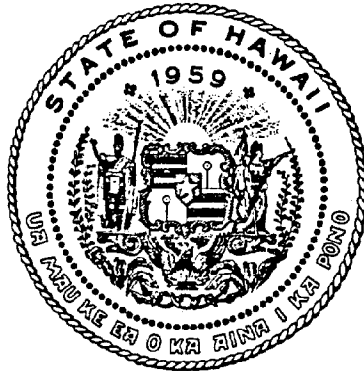
		Functional Category	CZM	Parts I III
<u>ACTION</u>				
72.001	The Foster Grandparents Program	13		X
72.002	Retired Senior Volunteer Program	11,13		X
72.008	The Senior Companion Program	13		X
<u>OLD WEST REGIONAL COMMISSION</u>				
75.002	Pacific Northwest Technical and Planning Assistance	17		X
75.003	Old West Supplement to Federal Grant-in-Aid	17		X
75.007	Old West Health and Nutrition Demonstration Project	11,17		X
<u>PACIFIC NORTHWEST REGIONAL COMMISSION</u>				
76.002	Pacific Northwest Technical and Planning Assistance	17		X
76.004	Pacific Northwest Regional Transportation	17		X
76.005	Pacific Northwest Energy Demonstration Projects and Programs	17		X
76.008	Pacific Northwest Education Demonstration Projects	17		X
<u>SOUTHWEST BORDER REGIONAL COMMISSION</u>				
79.001	Southwest Border Regional Economic Development	17		X
79.002	Southwest Border Technical and Planning Assistance	17		X

DESIGN DOCUMENT
A-95 Project Notification & Review System

APP/C-23

		Functional Category	CZM	Parts I III	
<u>DEPARTMENT OF ENERGY</u>					
81.040	Grants for Offices of Consumer Services	3,8		X	X
81.041	State Energy Conservation Program	8			X
81.042	Weatherization Assistance Program for Low-Income Persons	8,11,12,13		X	X
81.043	Supplemental State Energy Conservation Program	8			X
81.050	Energy Extension Service	6,8,13		X	
<u>FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION</u>					
83,003	Public Education Assistance Program	2		X	

D. A-95 PROCEDURES MANUAL



A-95 PROCEDURES MANUAL

**PROCEDURES FOR
FEDERAL ASSISTANCE APPLICATIONS**

PROJECT NOTIFICATION AND REVIEW SYSTEM

PREPARED BY

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
STATE CLEARINGHOUSE

JANUARY 1977

INTRODUCTION

In accordance with Federal directive A-95 from the Office of Management and Budget, the Department of Planning and Economic Development has been designated by the Governor as the State Clearinghouse for Hawaii. Similarly, the Department of General Planning of the City and County of Honolulu has been designated as the Areawide Clearinghouse. The State Clearinghouse processes all Statewide and Neighbor Island (Kauai County, Maui County, and Hawaii County) Federal grant applications and direct Federal developments for which review is required. Grant applications and Federal development of projects which are proposed for Oahu only are processed by the Areawide Clearinghouse.

The purpose of this A-95 Procedures Manual is to set forth the revised Clearinghouse procedures and to emphasize the importance of Clearinghouse review to intergovernmental cooperation and application approval.

Under the procedures established in the "Project Notification and Review System" (PNRS), the appropriate Clearinghouse coordinates the review of Federal funding applications and proposed direct Federal developments. The PNRS emphasis is on helping the applicant develop the best possible project proposal to achieve his objectives. At the same time the project proposal is reviewed for potential duplication or overlap, and compatibility with existing plans and programs of State and County agencies.

Federal regulations currently require Clearinghouse project review for over 225 Federal grant programs. Appendix 1 at the end of this document lists the programs currently requiring Clearinghouse review. Applications for the remaining programs are not subject to Clearinghouse review at this time. Since programs are added and/or deleted from time to time, responsible

officials should not hesitate to contact the State or Areawide Clearinghouse if there are questions as to the necessity for a Clearinghouse review. In addition, Federal agencies having responsibility for the planning and construction of Federal buildings and installations or other Federal public works or development projects, or for the acquisition, use, and disposal of Federal land or other real property should consult with the appropriate Clearinghouse at the earliest practicable stage in project or development planning to assure that any such Federal plan or project is consistent with State, Areawide and local plans and programs.

Applicants should be aware that the existence of an appropriation in an operating or capital improvements budget does not, in itself, imply that a favorable comment will be made by the Clearinghouse. Similarly, Clearinghouse review does not eliminate the requirement of filing an Environmental Impact Statement (EIS).

The Notification of Intent to Apply for Federal Assistance should be submitted to the appropriate Clearinghouse at least 60 days before the grant application is submitted to the Federal funding agency. The application for funds must be accompanied by proof of compliance with Clearinghouse procedures for those Federal grant programs listed in Appendix 1.

The Clearinghouse process encourages, by means of early contact between the applicant for Federal assistance and various agencies, a positive process of intergovernmental coordination and review of proposed projects.

A-95 PNRS PROCEDURES

The following procedures make up the steps necessary for compliance with the Project Notification and Review System requirements. The applicant agency is here provided with a step-by-step guide for the PNRS, as well as a

sample notification form. If at any time the applicant is uncertain as to the methods, procedures or any other aspect of the system, either of the Clearinghouses may be contacted. Every attempt will be made to expedite the PNRS procedures by these review agencies. Close adherence to the procedures set forth in this guide will facilitate the processing of applications.

An applicant should include with the completed application to the Federal agency all comments and recommendations made by or through Clearinghouses along with a statement that such comments have been considered prior to submission of the application.

Finally, it should be stressed that these Clearinghouse procedures reflect Federal regulations and that compliance with such procedures is a prerequisite to Federal funding.

STEP 1 The applicant representing a project which is to be fully or partially funded through a Federal program should first determine whether the program is listed in Appendix 1. If the program is listed, both the Standard Form (SF) 424 (See Appendix 2) and the supplemental Clearinghouse Form (See Appendix 3) should be completed.

STANDARD FORM 424 (APPENDIX 2)

Standard Form 424 should be submitted to the State Clearinghouse if the project is Statewide, or applicable to the Counties of Kauai, Maui or Hawaii. If the project is for Oahu only, the Standard Form 424 should be sent to the Areawide Clearinghouse as well as to the State Clearinghouse. In either case, SF 424 should be submitted at least 60 days prior to submitting the grant application to the Federal agency for Federal assistance.

SF 424 is multi-purpose. First, it is to be used as a notification of intent by applicants to the Clearinghouse, as an initial notice that Federal assistance will be sought. Second, it is to be used as required facesheet for pre-applications and applications for Federal funds. Third, it is to be used by Federal agencies to report to Clearinghouses on major actions taken on applications reviewed by Clearinghouses in accordance with OMB Circular A-95. Fourth, it is to be used by Federal agencies to notify States of grant-in-aid awarded in accordance with Treasury Circular 1082.

The completed notification of intent should include a summary description to the project for which assistance is sought. It should contain the following information, as appropriate and to the extent available:

1. Identity of the applicant agency, organization, or individual.
2. The geographic location of the project to be assisted.
A map should be provided (preferably shown in scale), if it is a physical development project.
3. A brief description of the proposed project. It should include the purpose, general size or scale, estimated cost, beneficiaries, or other characteristics that will enable the Clearinghouse to identify agencies of State or local government having plans, programs, or projects that might be affected by the proposed project. A statement indicating whether environmental impact information with respect to the proposed project is required for the grant should also be included.
4. The Federal program title and catalog number, and the name of the agency from which assistance is sought as indicated in Appendix 1. In the case of programs not listed therein, programs will be identified by Public Law number of U.S. code citation.

5. The estimated date the formal application is expected to be submitted.

Note: If a detailed plan or program description has been developed for the proposed project, two copies of such a plan or description should be submitted to the Clearinghouse along with SF 424. Additional copies of the plan or program description may be requested by the Clearinghouse.

CLEARINGHOUSE FORM (APPENDIX 3)

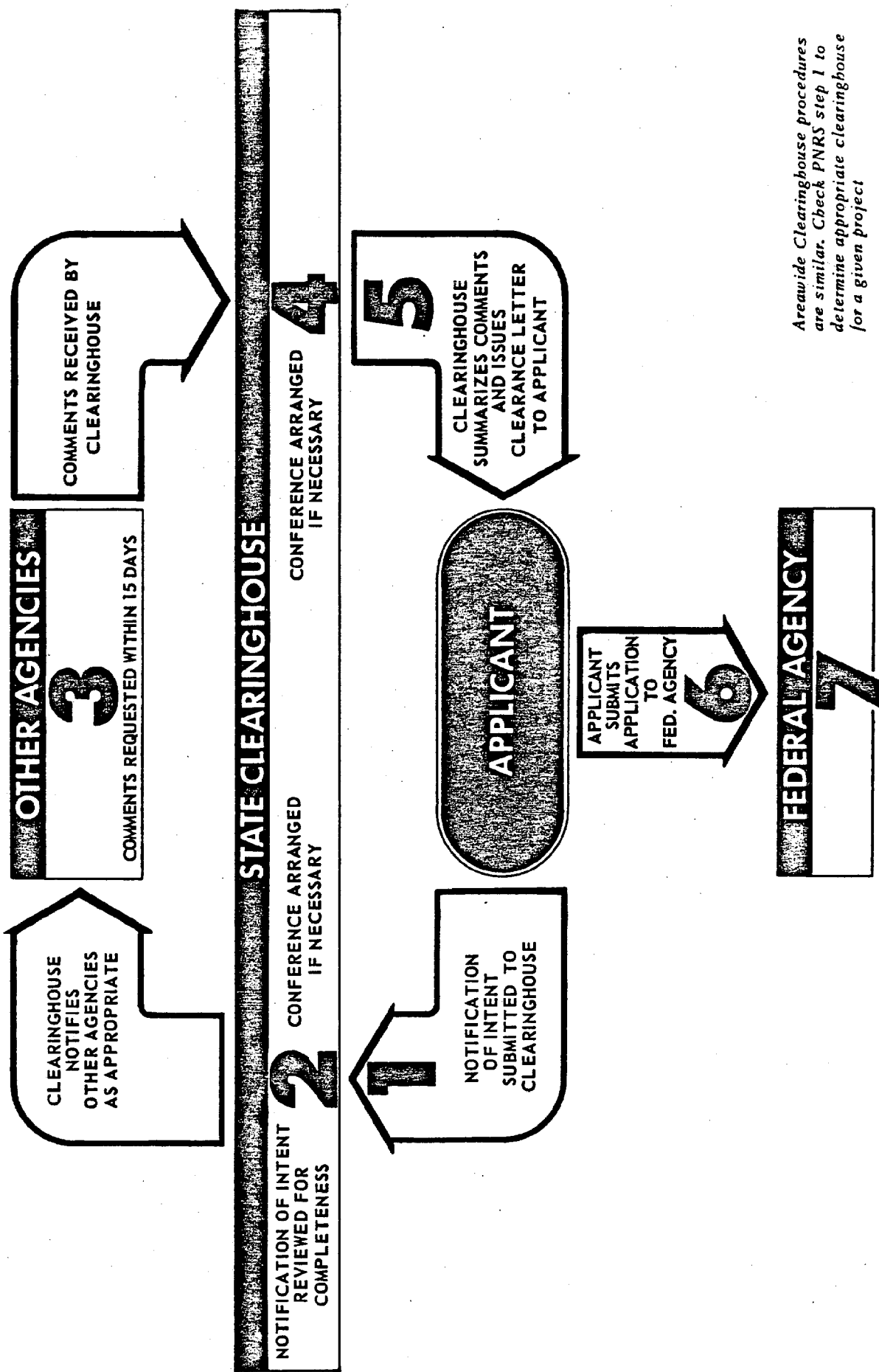
In addition to SF 424, a supplemental Clearinghouse Form requesting additional information must also be completed and submitted to the Clearinghouse. This will be for Clearinghouse use only, and should contain the following:

1. Project title.
2. Estimated total project cost, identity and pro rata share of participating agencies, and budget periods.
3. Identity of State and local agencies contacted or potentially having an interest in the project.
4. Project description in narrative form, including important characteristics, purpose, areas and population groups involved, relationship to State and County plans, programs and policies, anticipated benefits, and project period.

STEP 2 The Clearinghouse may arrange a conference to discuss the project proposal. The objective of the conference is to clarify information submitted on the notification form and to resolve potential issues related to the project, or to develop possible alternative means to accomplish the desired objective or service.

- STEP 3 The Clearinghouse reviews the notification and notifies other agencies having programs which might be affected by the proposed project, or might be expected to comment or benefit by the information. Comments are requested within 20 days.
- STEP 4 Should questions, conflicts, or issues arise, or pertinent suggestions are offered, the Clearinghouse may arrange a conference with the applicant and the commenting agency to resolve, or at least consider, the conflict or comment. The Clearinghouse will summarize the suggestions and comments received during the review. The Clearinghouse may also make its own recommendations.
- STEP 5 In situations where conflicts or issues have not been resolved by conference with the applicant and the commenting agency, the Clearinghouse will transmit its findings to the appropriate parties, including the funding agency. A summary of all agencies' comments will also be submitted.
- STEP 6 The applicant then submits the application to the Federal agency, including a clearance letter from the Clearinghouse. This Clearinghouse letter will include the summary of all comments made during the review, and certification that the Clearinghouse review has been completed. A copy of the final application should also be sent to the appropriate Clearinghouse.
- STEP 7 The Federal agency considers the application, comments, and informs the applicant and the State Clearinghouse of the action taken. This information is conveyed through the SF 424 and is sent directly to the State Clearinghouse, which then disseminates the information as appropriate.

STATE CLEARINGHOUSE PROCEDURES



Areawide Clearinghouse procedures are similar. Check PNRS step 1 to determine appropriate clearinghouse for a given project

APPENDIX D: CONTROL FILE UTILITY PROGRAM

DESIGN DOCUMENT
A-95 Project Notification and Review System

APP/D-1

Field	Start	Int	Ext	Rep	Dec	Occur	Report/	Blank	Date/	Valid-	Table	Control
Name	Posn	Emt	Len	Len	Len	Pos	Count	Update	After	Time	ID	File ID

DESIGN DOCUMENT
A-95 Project Notification and Review System

APP/D-1

CONTROL FILE UTILITY PROGRAM

List of Control File
Control File Characteristics
File Name: DPA95CA1

Records are fixed-length, record size is 1868
File organization is indexed, with key field = CHNUMBER

OPERATION	ALLOWED?
File report	YES
Record update	YES
Record deletion	YES

Description: A-95 PROJECT NOTIFICATION AND REVIEW SYSTEM
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

Field	Start	Int	Ext	Rep	Dec	Occur	Report/	Blank	Date/	Valid-	Table	Control
Name	Posn	Emt	Len	Len	Len	Pos	Count	Update	After	Time	ID	File ID
ACTYPE	1	C	1	1	1	0	1	R/U		YES		
CHNUMBER	2	C	6	6	0	0	1	R/U		YES		
CHNODATE	8	C	6	6	0	0	1	R/U		YES		
APPNAME	14	C	30	30	30	0	1	R/U		YES		
ORGNIT	44	C	30	30	30	0	1	R/U		YES		
APPADDR	74	C	30	30	30	0	1	R/U		YES		
APPCITY	104	C	15	15	15	0	1	R/U		YES		
APPCNTY	119	C	15	15	15	0	1	R/U		YES		
APPZIP	134	C	5	5	0	0	1	R/U		YES		
APPSTAT	139	C	2	2	0	0	1	R/U		YES		
CONTPERS	141	C	30	30	30	0	1	R/U		YES		
CONTPHO	171	C	10	10	10	0	1	R/U		YES		
PROGNO	181	C	5	5	0	0	1	R/U		YES		
PROGTITL	186	C	50	50	50	0	1	R/U		YES		
PROJTITL	236	C	50	50	50	0	1	R/U		YES		
PROJDESC	286	C	50	50	50	0	4	R/U		YES		
APPLTYPE	486	C	1	1	1	0	1	R/U		YES		
ASSTTYPE	487	C	1	1	1	0	1	R/U		YES		
ADDASST	488	C	1	1	1	0	1	R/U		YES		

DPA95T04 DPA95C04
DPA95T05 DPA95C05

DESIGN DOCUMENT
A-95 Project Notification and Review System

Field	Start	Int	Ext	Rep	Dec	Occur	Report/	Blank	Date/	Valid-	Table	Control
Name	Posn	Emil	Len	Len	Len	Pos	Count	Update	After	Time	ID	File ID
AREAIMPT	489	C	1	1	1	0	1	R/U	YES		DPA95T06	DPA95C06
PERSHEN	490	C	8	8	0	0	1	R/U	YES			
TYPEAPP	498	C	1	1	1	0	1	R/U	YES		DPA95T07	DPA95C07
CHNGCTYP	499	C	1	1	1	0	1	R/U	YES		DPA95T08	DPA95C08
ADDCHNG1	500	C	1	1	1	0	1	R/U	YES			
ADDCHNG2	501	C	1	1	1	0	1	R/U	YES			
PROFED	502	C	8	8	8	0	1	R/U	YES			
PROAPP	510	C	8	8	8	0	1	R/U	YES			
PROSTATE	518	C	8	8	8	0	1	R/U	YES			
PROLOCAL	526	C	8	8	8	0	1	R/U	YES			
PROOTHER	534	C	8	8	8	0	1	R/U	YES			
PROJSTRT	542	C	6	6	6	0	1	R/U	YES			
PROJEND	548	C	6	6	6	0	1	R/U	YES			
SUBDATE	554	C	6	6	6	0	1	R/U	YES			
RECIED	560	C	1	1	1	0	1	R/U	YES			
STFY1	561	C	2	2	2	0	3	R/U	YES		DPA95T01	DPA95C01
STPCT1	567	C	3	3	3	0	3	R/U	YES			
LOC FY1	576	C	2	2	2	0	3	R/U	YES			
LOC PCT1	582	C	3	3	3	0	3	R/U	YES			
APPCONT1	591	C	23	23	23	0	4	R/U	YES			
APPIDAC	683	C	23	23	23	0	4	R/U	YES			
FUNDOUSE	775	C	1	1	1	0	1	R/U	YES		DPA95T09	DPA95C09
FUNCCAT	776	C	2	2	2	0	1	R/U	YES		DPA95T03	DPA95C03
STREVAG	778	C	3	3	3	0	12	R/U	YES		DPA95T02	DPA95C02
REFDATE	814	C	6	6	6	0	16	R/U	YES			
COMDATE	910	C	6	6	6	0	16	R/U	YES			
CONEXP	1006	C	1	1	1	0	16	R/U	YES			
APPCONTC	1022	C	6	6	6	0	16	R/U	YES			
CONRESVD	1118	C	1	1	1	0	16	R/U	YES			
CHNOTIFD	1134	C	6	6	6	0	16	R/U	YES			
NSTREVAG	1230	C	23	23	23	0	4	R/U	YES			
STAGCONF	1322	C	3	3	3	0	4	R/U	YES		DPA95T02	DPA94C02
INICCONF	1334	C	6	6	6	0	6	R/U	YES			
CONCONF	1370	C	6	6	6	0	6	R/U	YES			
CONFRESO	1406	C	1	1	1	0	6	R/U	YES			

DESIGN DOCUMENT
A-95 Project Notification and Review System

APP/D-3

Field Name	Start Posn	Int Len	Ext Len	Rep Len	Dec Len	Occur Pos	Report Count	Blank Update	Date After	Valid Time	Table ID	Control File ID
NSTAGCON	1412	C	23	23	23	0	2	R/U	YES			
NATURCON	1458	C	50	50	50	0	4	R/U	YES			
CHACTION	1658	C	1	1	1	0	1	R/U	YES		DPA95T10	DPA95C10
CHACTDAT	1659	C	6	6	6	0	1	R/U	YES			
FEDAGNCY	1665	C	30	30	30	0	1	R/U	YES			
FEDORGUT	1695	C	30	30	30	0	1	R/U	YES			
ADMINOFF	1725	C	30	30	30	0	1	R/U	YES			
DATAPREC	1755	C	6	6	6	0	1	R/U	YES			
FEDACT	1761	C	1	1	1	0	1	R/U	YES		DPA95T11	DPA95C11
FEDAMD	1762	C	8	8	8	0	1	R/U	YES			
APPAMD	1770	C	8	8	8	0	1	R/U	YES			
STATAMD	1778	C	8	8	8	0	1	R/U	YES			
LOCAMD	1786	C	8	8	8	0	1	R/U	YES			
OTHAMD	1794	C	8	8	8	0	1	R/U	YES			
TOTAMD	1802	C	9	9	9	0	1	R/U	YES			
FEDACTDT	1811	C	6	6	6	0	1	R/U	YES			
FUNDSTRT	1817	C	6	6	6	0	1	R/U	YES			
FUNDEND	1823	C	6	6	6	0	1	R/U	YES			
FEDCONT	1829	C	30	30	30	0	1	R/U	YES			
FEDTEL	1859	C	10	10	10	0	1	R/U	YES			

